

**Town of Montreat
Board of Commissioners
Meeting Agenda
May 21, 2015 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Invocation

II. Agenda Adoption

III. Certificates of Appreciation: 2015 Native Plant Sale and Arbor Day Celebration

IV. Presentation to Council: 2015-2016 Fiscal Year Budget

V. Mayor's Communications

VI. Consent Agenda

A. Meeting Minutes Adoption

- April 9, 2015, Town Council Meeting
- April 22, 2015 Annual Board Retreat

B. Call for Public Hearing – Proposed Fiscal Year 2015-2016 Budget

- **Suggested Motion:** To call for a Public Hearing on June 11, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2015-2016 Fiscal Year Budget

C. Adoption of 2015-2016 Fiscal Year Departmental Goals and Objectives

D. Fiscal Year 2014-2015 Budget Amendment #3

- **Suggested Motion:** To adopt Fiscal Year 2014-2015 Budget Amendment #3 to account for additional legal fees and technology support services

E. Fiscal Year 2014-2015 Budget Amendment #4

- **Suggested Motion:** To adopt Fiscal Year 2014-2015 Budget Amendment #4 to account for indirect cost allocations from the General Fund to the Water Fund

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VII. Town Administrator's Communications

- Consent Agenda Review
- Texas Road Bridge Replacement Project Update/75% Preliminary Project Plans
- Well A02 Replacement Project Update
- Board of Elections Voter Address Correction Request Update
- Certificate for Excellence in Financial Reporting
- Personnel Update – Town Clerk
- Planning and Zoning Commission Vacancy – Regular Membership
- Other Topics

VIII. Administrative Reports

- A. Police Chief
- B. Public Works Director
- C. Finance Officer
- D. Building Inspector/Code Administrator

IX. Public Comment – Agenda Items

Public comments will be heard during this period for only those items listed on the meeting agenda.

X. Old Business

- A. Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Assessment Project
 - **Suggested Motion:** None at this time, pending the June 11, 2015 Public Hearing on this matter.
- B. Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project
 - **Suggested Motion:** None at this time, pending the June 11, 2015 Public Hearing on this matter.

XI. New Business

- A. Sanitation Services Discussion
 - **Suggested Motion:** None at this time, pending Board discussion
- B. Small-Scale Street Repaving Project Bid Award – C&T Paving, Inc.
 - **Suggested Motion:** To award the bid for the Small Section Paving Project to C & T Paving Inc. in the amount \$24,000 and to authorize the Mayor and Town Administrator to execute the necessary related contract documents

- C. Well 2 Pump Replacement Contract Approval – Reuben Caldwell Drilling, Inc.
- **Suggested Motion:** To approve the proposed contract with Reuben Caldwell Drilling Inc. in an amount of \$8,760 and to authorize the Mayor and Town Administrator to execute the necessary contract documents

XII. Public Comment – Other Topics

Public comments will be heard during this period for other public business items or topics not listed on the meeting agenda.

XIII. Commissioner Communications

XIV. Meeting Dates

Town Services Office Closed: May 25, 2015
Memorial Day Holiday

Rescheduled Household Garbage and Recycling Collection Date: Tuesday, May 26, 2015
Curbside collection begins at 8:00 a.m.

Agenda Items Due: May 29, 2015, 5:00 p.m.
Town Services Office

Agenda Packets Available: June 2, 2015
[http://www.townofmontreat.org/
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)
or Town Services Office

June Montreat Landcare Committee Meeting: June 3, 2015, 9:00 a.m.
Kirk Allen Building, Swannanoa Room

June Agenda Meeting: June 4, 2015, 7:00 p.m.
Walkup Building

June Town Council Meeting: June 11, 2015, 7:00 p.m.
Walkup Building

Special Meeting: 2015-2016 Fiscal Year Budget Adoption: June 25, 2014
Location and Time TBA

Agenda Items Due: June 26, 2015, 5:00 p.m.
Town Services Office

XV. Adjournment

**Montreat Board of Commissioners
Meeting Agenda
May 21, 2015**

Special Meeting: 2015-2016 Fiscal Year Budget
Adoption:

June 25, 2014
Location and Time TBA

Agenda Items Due:

June 26, 2015, 5:00 p.m.
Town Services Office

XV. Adjournment

Certificate of Appreciation

This certificate is hereby presented to

Shannon Ingersoll

In recognition of her leadership and assistance with the 2015 Native Plant Sale
and Arbor Day Celebration

Presented on this the 14th day of May, 2015



Letta Jean Taylor, Mayor
Town of Montreat

Certificate of Appreciation

This certificate is hereby presented to Montreat College student

Misty Varnell

In recognition of her leadership and assistance with the 2015 Native Plant Sale
and Arbor Day Celebration

Presented on this the 14th day of May, 2015



Letta Jean Taylor, Mayor
Town of Montreat

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 14, 2015**

SUBJECT: 2015-2016 Annual Budget Presentation

AGENDA INFORMATION:

Agenda Location: Presentation to Council
Item Number:
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: In keeping with the Budget Calendar adopted by the Board, the Town Administrator will present the proposed 2015-2016 annual budget to the Board of Commissioners and file it with the Town Clerk for public inspection.

RECOMMENDED MOTION AND REQUESTED ACTIONS: None

FUNDING SOURCE: None

ATTACHMENTS: Budget material will be distributed at next week's meeting.

STAFF COMMENTS AND RECOMMENDATIONS: At your May 14 meeting, I will be presenting my recommendation to Council for the 2015-2016 Fiscal Year Budget. The purpose of the presentation is for me to discuss the highlights of the proposed budget. Council will have a little over a month to review the budget and can set as many special meetings as you wish during that month to discuss the proposed budget. Following the public hearing on June 11th, the board will have an additional two weeks to deliberate and make any final changes to the budget prior to its scheduled adoption on June 25th.

**Town of Montreat
Board of Commissioners
Town Council Meeting
April 9, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Board members absent: Commissioner Martha Campbell

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
Stefan Stackhouse, Finance Officer
David Currie, Building Inspector/Code Administrator
Jack Staggs, Chief of Police

Approximately 30 members of the public were also present. Mayor Taylor called the meeting to order at 7:04 p.m., led the group in reciting the Pledge of Allegiance, and gave the invocation.

Agenda Approval

Mayor Pro Tem Standaert said that a Closed Session would not be held at the end of tonight's meeting, and asked that the agenda be amended to reflect this change. Commissioner Helms then moved to adopt the meeting agenda as amended. Commissioner Vinson seconded and the motion carried 4/0.

Presentation to Council: Sales Tax Redistribution Plans

Senator Terry Van Duyn gave a brief summary of SB 369 and SB 608. These bills, currently under discussion in the NC Senate, propose to distribute all sales tax revenues on a per capita basis at both the state and local level. Buncombe County municipalities currently receive these distributions on an ad valorem basis. Senator Van Duyn expressed her opposition to these bills, stating that both would negatively impact Buncombe County tax revenues, while also failing to support job creation, education, and infrastructure in rural areas statewide. She predicted considerable discussion of these bills in the Senate prior to the April 30 crossover date, but felt that the bills would still be detrimental to local revenue distribution control even in an amended form. Citizens are encouraged to contact Senator Van Duyn, Senator Tom Apodaca, Representative John Ager, Representative Susan C. Fisher, and Representative Brian Turner to express their concerns and comments about these proposed bills.

During discussion, Senator Van Duyn said that the House of Representatives had also prepared its own sales tax redistribution bills, but she was not prepared to address those proposals at this time. She also suggested contacting Governor Pat McCrory to request a veto of any adopted bills that continued to mandate distribution of local sales tax revenues through an annual state appropriations process. She also noted that Mecklenburg, Durham and Dare Counties would also face marked revenue reductions as a result of the proposed bills.

Mayor's Communications

Mayor Taylor expressed her appreciation for the cooperative emergency planning and monitoring efforts made by Town staff, Montreat Conference Center and Montreat College in response to the Weed Lane wildfire.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- March 5, 2015 Agenda Meeting Minutes Adoption;
- March 12, 2015 Town Council Meeting Minutes Adoption;
- Approval of Change Order #7 from Huntley Construction Company, Inc. dated February 11, 2015 with a revised contract amount of \$276,375.36 for the Upper Kentucky Road Phase 1 Neighborhood and Residential Utility Assessment projects.

Change Order #7 establishes a final contract price for the Upper Kentucky Road Phase 1 Neighborhood and Resident Utility Assessment projects of \$276,375.36. This amount reflects a \$12,000 overall cost decrease due to no rock excavation work being required for either phase of the project.

Town Administrator's Communications

- Engineering and design work for the Texas Road bridge replacement project continues, and preliminary plans at 75% completion are expected soon. Town staff will participate in a conference call next week with NCDOT officials and KCI Associates representatives to discuss the status of this project.
- Camera inspection for the Well A02 replacement project has been completed, and a revised repair plan has been developed based on the inspection results. Mr. Freeman will discuss the proposed contract with Reuben Caldwell Drilling, Inc. in greater detail during his monthly activity report.

- There is no new information to report on the Town's continued efforts to correct township name and ZIP code inaccuracies in Montreat's voter registration database.
- If adopted in their current form, proposed SB 369 and SB 608 would result in an estimated local sales tax revenue loss for Montreat of \$223,605, or 67% of the current amount. This equates to between 10 and 11 cents on Montreat's ad valorem tax rate, and would create a drastic reduction of funding available for all types of expenditures. The Town will continue monitor the status of these bills very closely throughout this legislative session.
- The 2015 Annual Board Retreat will be held on April 22 beginning at 9:00 a.m. at Western Carolina University's Biltmore Park Campus, in Conference Room 346. This meeting is open to the public.
- Mr. Nalley reviewed the methods and procedures the Town used to monitor public safety conditions and notify other community entities and members of the public throughout the duration of the Weed Lane wildfire. He explained that because the fire had not posed a direct property or life safety threat to Montreat, the Town had sent out updates through its Sunshine List and social media accounts rather than activating the CodeRED emergency notification system. He expressed his appreciation for the firefighters, emergency services personnel and Town staff members who provided their assistance. He also thanked the Montreat Conference Center for providing housing for two families displaced by the fire, as well as Phil's Bar-B-Que in Black Mountain for providing meals for Town staff and other emergency responders.

Administrative Reports

Police Chief: Chief Staggs presented and reviewed his March 2015 monthly departmental activity report. He also summarized the emergency response and public safety measures used by the multiple firefighting crews that assisted with the Weed Lane wildfire. He thanked the Montreat Conference Center for their cooperation and efforts to notify the public about the trail closures on Lookout Trail, Appalachian Trail, and Rainbow Mountain Trail. He also briefly explained the procedures that would have been used if home evacuations had become necessary or if structures within Montreat had been directly threatened by the blaze.

Public Works Director: Mr. Freeman reported on the following items:

- Public Works Department crews have begun work to replace a damaged cross tie retaining wall on Oklahoma Road with a masonry wall. This is the final project to be funded through disaster recovery grant proceeds from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management for the 2013 summer rain events.
- Pothole patching and other roadway surface repairs will continue over the next several weeks.
- Well A02 was taken offline in July 2013 due to large concentrations of iron and silica sand caused by damage sustained during the 2013 summer flood events. In September 2014, the

Town received approval for reimbursement funding from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management to replace the well under the provisions of FEMA Declaration 4146. A new well located approximately 75 feet west of the existing well site was drilled in November 2014, but no water was found after drilling to a depth of over 800 feet. Reuben Caldwell Drilling Inc. performed a camera inspection of the existing well to determine the amount and source of the iron and sand infiltration. Upon reviewing the inspection results, it was determined that the original plan to repair the well would not be effective, and a new proposal was developed to repair the well using 4" pipe with screen intervals and a layer of pea gravel between the pipe and the well shaft. This proposal is more expensive than the original plan, but is expected to more effectively prevent further infiltration. An updated repair proposal will be presented for Board approval under New Business Item C.

- The 2014 Local Water Supply Plan has been completed and submitted to the North Carolina Division of Water Resources. Montreat's annual water demand is approximately 29% of the system's total capacity, and is expected to rise to just over 30% by 2060. Although water demand increases to about 70% of system capacity during the summer months, the four new wells on Greybeard Trail and Harmony Road have allowed the Town to meet this need for the past several years without purchasing water from the Town of Black Mountain. The average annual water loss is 5%, compared with a state-wide range of 5-15%

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- February 2015 Financial Summary Report;
- Final February 2015 Financial Statement;
- Preliminary March 2015 Financial Statement;
- March 31, 2015 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his monthly zoning and inspections activity report. The Planning and Zoning Commission will meet on April 16 to consider possible revisions to Montreat General Ordinance Chapter I, Article II "Noise Control." The Board of Adjustment did not meet during the past month and has no hearings pending at this time.

At the Board's request, Mr. Currie will provide information on how stream classifications are determined by the North Carolina Division of Water Quality, the development history of Montreat's ordinance requiring a 30' buffer between a property's built-upon area and any perennial or intermittent surface waters, and how these requirements specifically affect Mr. John Richardson's lot in the Upper Greybeard Trail area. This information will be used as a reference guide as the Board considers whether to ask the Planning and Zoning Commission to review the Town's current stream buffer regulations for potential amendments.

Public Comment – Agenda Items

Mayor Taylor opened the Public Comment period for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mrs. Nan Clarke of 558 Providence Terrace asked how she could get her home's water tested. Mr. Freeman said he would provide her with contact information for the company that performs water sample testing for the Town's water system.

Mr. Brinkley Melvin of 246 Texas Road Spur thanked Town staff for fulfilling his public records request for documents related to the Texas Road bridge replacement project. He said he felt the Town was right to seek out available funding sources for the project, but also expressed concerns about the new structure's design and appearance. He asked the Board to carefully consider the design and function of the new bridge structure when reviewing the preliminary plans, and look for ways to postpone the project and modify the design to reduce the structure's impact on both Welch Field and the community as a whole.

Mr. Don Reid of 127 Shenandoah Terrace also thanked Town staff for fulfilling his public records request for documents related to the Texas Road bridge replacement project. He summarized the timeline of the project's development and related Board actions, and noted the increases in project cost that have occurred as the project has progressed. He said he suspected that the early engineering work performed by TGS and McGill Associates would not be reimbursable under the Municipal Bridge Program's contract terms, and predicted that the total cost of the project could exceed \$1 million by the time it is completed.

Old Business

- A. Proposed 2015-2020 Capital Improvements Plan: Mayor Pro Tem Standaert noted that the Board had received no comments from the public during last month's Public Hearing on this matter. She then moved to adopt the 2015-2020 Capital Improvements Plan as presented. Commissioner Vinson seconded and the motion carried 4/0.

New Business

- A. Contract to Audit Accounts – Martin Starnes & Associates, P.A.: Commissioner Helms moved to approve an annual audit contract with Martin Starnes & Associates, P.A. in the amount of \$19,675. Commissioner Vinson seconded. During discussion, staff noted that the proposed price was only slightly higher than the current fiscal year's contract amount. In response to Mayor Pro Tem Standaert's inquiry, Mr. Stackhouse also explained that the Audit Committee was satisfied with this Martin, Starnes & Associates' work, and did not recommend a change in auditing firms at this time. The motion then carried 4/0.

- B. Worker's Compensation Insurance Renewal – NC Interlocal Risk Management Agency: The NC Interlocal Risk Management Agency's preliminary Workers Compensation insurance policy renewal quote for Fiscal Year 2015-2016 is \$13,472.30, a 39% reduction from the current year's premium. Commissioner Helms then moved to approve the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$13,472.30 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents. Commissioner Vinson seconded and the motion carried 4/0.
- C. Well A02 Repair Contract – FEMA-4146-DR-NC - PW#143: Mayor Pro Tem Standaert moved to approve the proposed well repair contract with Reuben Caldwell Drilling Inc. in the amount of \$6,625.00 and authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded. During discussion, Mr. Nalley noted that the full cost of the well repairs would be funded by the grant monies received from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management.
- D. Police Vehicle Purchase – 2015 Ford Utility Interceptor: Commissioner Vinson moved to approve the purchase of a 2015 Ford Utility Interceptor from Asheville Ford in the amount of \$28,364. Commissioner Helms seconded. During brief discussion, Town staff confirmed that funding for this purchase was already allocated in the current fiscal year's Budget. The motion to approve the purchase then carried 4/0.
- E. Supplemental Agreement #3 – Texas Road Bridge Replacement Project: During the preliminary design phase of this project, it was discovered that approximately 120 feet of existing 8-inch sewer line and two residential connections would have to be relocated to accommodate a portion of the wing wall for the new bridge structure. KCI Associates has submitted Supplemental Engineering Agreement #3 in the amount of \$19,575.87 for engineering design work related to the necessary sewer work. North Carolina Department of Transportation (NCDOT) representatives have reviewed the proposal and believe this cost is appropriate.

Mr. Nalley reiterated that 80% of the total cost of this project will be reimbursed to the Town through the Municipal Bridge Program. Montreat's share of the additional costs for Supplemental Agreement #3 is less than \$4,000. Mr. Nalley addressed Mr. Reid's comment about cost increases throughout the history of this project by explaining that initial cost estimates performed several years ago had been done in anticipation of repairing, rather than replacing the bridge. Other cost increases during the project's timeline were caused by a number of factors outside the Town's control, including FEMA floodplain development requirements and additional historic structure and archeological studies mandated by the North Carolina State Historic Preservation Office. Mr. Nalley said that even if the project's overall expenses reached the \$1 million Mr. Reid suggested, the Town's portion of that cost would be \$200,000, which was less than the 2008 cost estimates for repairing or replacing the bridge using only Town funds.

During Board discussion, Commissioner McCaskill said he would not recommend pursuing similar shared-cost grant funding sources for future capital projects due to additional bureaucracy and lack of local control associated with these programs. He also said he was disappointed with the proposed design of the new structure, and felt that the Metropolitan Sewerage District should bear more of the responsibility of relocating the sewer line.

After further brief discussion, Mayor Pro Tem Standaert moved to approve Supplemental Engineering Agreement #3 with KCI Associates for the Texas Road Bridge replacement project in the amount of \$19,575.87 and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded. The motion carried 3/1, with Commissioner McCaskill voting in opposition.

- F. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project: Commissioner Helms moved to adopt Resolution #15-04-01 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Assessment Project. Commissioner Vinson seconded. During discussion, Mr. Nalley used a color-coded map to indicate the location and scope of both the Phase 1 Neighborhood and Phase 1 Residential Assessment Projects. He also confirmed that all but six of the affected lots were currently on the public tax rolls as undeveloped property, and reiterated that the costs of the utility extensions were initially borne by the Town and recouped with interest over the next ten years through assessment of the benefitted property owners on a per lot basis. After further brief discussion, the motion carried 4/0. A copy of this Resolution is attached to these minutes and incorporated herein by reference.
- G. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project: Commissioner Helms moved to adopt Resolution #15-04-02 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Resident Assessment Project. Commissioner Vinson seconded and the motion carried 4/0. A copy of this resolution is attached to these minutes and incorporated herein by reference.
- H. Resolution Commending Emergency Services Personnel for Weed Lane Fire Response: Commissioner Vinson moved to adopt Resolution #15-04-03 Commending Emergency Services Personnel for Weed Lane Fire Response. Commissioner Helms seconded. Mayor Taylor read the text of the Resolution aloud, and Mayor Pro Tem Standaert asked that “on behalf of the entire Montreat community” be added to the text of the last paragraph. The Board agreed to this change by consensus, and the motion to adopt Resolution #15-04-03 as amended carried 4/0. A copy of this resolution is attached to these minutes and incorporated herein by reference.

Public Comment – Other Topics

Mayor Taylor opened the Public Comment period for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Mr. Wade Burns of 232 North Carolina Terrace said he had spoken to the Board several times over the past year concerning the developmental limitations placed on his and other lots in the Upper Greybeard Trail area by the Town's current zoning and stormwater regulations, and had also sent a letter to the Board concerning these issues. He said that his letter had not been answered, and that the only verbal response he had received was that the Board had already discussed this matter. He said he felt slighted by the Board's direction to staff to report on the effects of stream buffer restrictions on Mr. Richardson's lot, and again asked the Board to refer review of those regulations to the Planning and Zoning Commission.

Mr. Don Reid said he had not completed his previous remarks concerning the Texas Road bridge replacement project, and requested additional time to finish his comments on this topic. Mayor Taylor denied Mr. Reid's request, stating that an opportunity for comments regarding this topic had already been provided under the first Public Comment period.

Montreat Conference Center Vice President for Program Carol Steele thanked Mr. Nalley and Chief Staggs for their communication efforts during the Weed Lane wildfire, and expressed her appreciation of the Town's assistance and support in advance of the upcoming summer conference season.

Mr. Erskine Clarke of 558 Providence Terrace expressed his opinion that the Board's new Public Comment rules were a further attempt to control and restrict public discourse on Town business matters.

Mr. Don Reid also expressed his objections to the Board's public comment policies, stating he felt he should be able to comment on business items both before and after the Board's discussion of those matters.

Commissioner Communications

Commissioner Vinson reported on the following items on Commissioner Campbell's behalf:

- The Presbyterian Heritage Center Board met on March 15 and 16. An exhibit on early Presbyterian missions to Japan will open in early May, to be accompanied by displays of Japanese art. The Heritage Center is co-sponsoring a symposium on May 29 and 30 entitled "Great Awakenings: Evangelists and their Impact on American Cultures." Speakers at this event will include Duke Divinity School Professor of Christian History and Rev. Billy Graham

biographer Dr. Grant Wacker, Montreat resident Rev. Dr. John Akers, who served as Dr. Graham's personal assistant, and Dr. Edith Blumhofer, Professor of History at Wheaton College. An exhibit highlighting historical evangelists will also be opened in conjunction with this symposium.

- During their April 1 meeting, the Montreat Landcare Committee continued its preparations for the upcoming 2015 Native Plant Sale and Arbor Day Celebration. This event will include a variety of educational workshops as part of the Committee's efforts to obtain Tree City USA designation for the Town of Montreat. Montreat resident John Johnson also reported on his efforts to begin a cooperative program for controlling Hemlock Woolly Adelgid infestations through the release of *Laricobius Nigrinus* beetles, a non-invasive insect native to the Pacific Northwest. Montreat resident Joe Standaert is also initiating a project to research native rhododendron die-off recently discovered in the Montreat area. More information on these projects will be reported in the future.

Mayor Pro Tem Standaert said she had asked Town staff to give a presentation on the development of the Town's stream buffer regulations and their effect on Mr. John Richardson's property in the Upper Greybeard Trail area so the full Board could hear this information as it decides whether to refer this matter to the Planning and Zoning Commission for further review. She also commented on her recent meeting with Mr. and Mrs. Wade and Susie Burns, Commissioner McCaskill and Mr. Currie to discuss options for development of Mr. Burns' lot in the Upper Greybeard Trail area. She stated that, based on those discussions and after reviewing information provided by Mr. Burns, the lot is 0.21 acres in size and can accommodate a building footprint of 25 feet by 25 feet without triggering the Town's setback distance requirements or stream buffer regulations. A larger footprint may be allowed if Mr. Burns wished to seek a variance from the Board of Adjustment or combine this lot with adjacent property owned by Mrs. Burns. She stated that all of the lots in the Upper Greybeard Trail area were buildable, and that these property owners had the same legal ability to submit petitions for public water and street assessment procedures as owners of property located within the Town limits.

Mayor Taylor stated that the Board's public comment regulations had been part of its Rules of Procedure for some time, but had not previously been enforced. She explained that comments on agenda items were received prior to Board discussion so that those comments can be considered during the Board's deliberation of those matters.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

April Planning and Zoning Commission Meeting:

April 16, 2015, 7:00 p.m.
Walkup Building

**Montreat Board of Commissioners
Town Council Meeting Minutes
April 9, 2015**

2015 Annual Board Retreat:

April 22, 2015, 9:00 a.m.
Western Carolina University –
Biltmore Park Campus Room #346

Agenda Items Due:

May 1, 2015, 5:00 p.m.
Town Services Office

2015 Native Plant Sale and Arbor Day
Celebration:

May 2, 2015, 10:00 a.m. – 2:00 p.m.
Moore Center Field

Agenda Packets Available:

May 5, 2015
[http://www.townofmontreat.org/
TownGovernment.php](http://www.townofmontreat.org/TownGovernment.php)
or Town Services Office

May Montreat Landcare Committee Meeting:

May 6, 2015, 9:00 a.m.
Moore Center Meeting Room

May Agenda Meeting:

May 7, 2015, 7:00 p.m.
Walkup Building

May Open Space Conservation Committee
Meeting:

May 12, 2015, 3:30 p.m.
Moore Center Meeting Room

May Town Council Meeting:

May 14, 2015, 7:00 p.m.
Walkup Building

Town Services Office Closed:

May 25, 2015
Memorial Day Holiday

Rescheduled Household Garbage and Recycling
Collection Date:

Tuesday, May 26, 2015
Curbside collection begins at 8:00 a.m.

Adjournment

There being no further items of business to discuss, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Helms seconded. The motion carried 4/0 and the meeting was adjourned at 8:35 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

**Town of Montreat
Board of Commissioners
Annual Board Retreat
April 22, 2015
Western Carolina University – Biltmore Park Campus
Conference Room #346**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
Stefan Stackhouse, Finance Officer
David Currie/Building Inspector/Code Administrator
Jack Staggs, Chief of Police (arrived at 9:39 a.m.)

No members of the public were present. Mayor Taylor called the meeting to order at 9:05 a.m. and gave the invocation.

Agenda Approval

Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Board of Commissioners' Areas of Responsibility/Community Group Representation

Board member Areas of Responsibility, Community Group Liaison and Audit Committee appointments as follows:

Areas of Responsibility

Commissioner of Communications:	Mayor Pro Tem Standaert
Commissioner of Environment:	Commissioner Vinson
Commissioner of Finance:	Commissioner Campbell
Commissioner of Planning, Zoning and Inspections:	Commissioner McCaskill
Commissioner of Public Safety:	Commissioner Helms
Commissioner of Public Works:	Commissioner McCaskill
Commissioner of Sanitation:	Commissioner Helms

Community Group Liaisons

French Broad River Metropolitan Planning Organization (MPO) and Transportation Advisory Committee (TAC):	Commissioner McCaskill
Land-of-Sky Regional Council:	Mayor Taylor Commissioner McCaskill, Alternate
Montreat Cottagers Association Board:	Mayor Pro Tem Standaert
Montreat Cottagers Wilderness and Open Space Committee:	Commissioner Vinson
Montreat Landcare Committee:	Commissioner Campbell
MRA Wilderness Committee:	Commissioner Vinson
Open Space Conservation Committee:	Commissioner Vinson
Presbyterian Heritage Center:	Commissioner Campbell

Audit Committee Appointments

Commissioner McCaskill	Commissioner Helms
Mayor Pro Tem Standaert	Commissioner Vinson

Review of Previously Adopted Goals and Objectives: Fiscal Year 2014-2015

The Board reviewed the status of the 55 departmental goals and objectives established for the current fiscal year. During discussion, Chief Staggs noted that computers and mobile internet access have now been provided for each patrol car. A High Speed Pursuit Policy will be submitted for Board review and approval at their June Town Council Meeting. Commissioner Campbell said the Montreat Landcare Committee would resume their efforts to achieve Tree City USA designation for the Town.

Mr. Currie then presented a working draft version of an on-line GIS mapping and property information system for Montreat. The system is similar to those provided by Buncombe County and the City of Asheville, but contains more accurate information specific to Montreat properties. System accessibility and functions can be tailored to meet the needs of various Town departments and members of the public. Once all aspects of the system are fully complete and ready for public access, a link will be added to the Town's website and advertised through the Town's Sunshine List, social media accounts and other forms of public communication.

Board of Commissioners Rules of Procedure Review

After discussion, the Board made no changes to their currently adopted Rules of Procedure.

Finance

2015-2020 Capital Improvements Plan: The 2015-2020 Capital Improvements Plan was adopted on March 12, 2015. The project priority codes from the first year of the adopted Plan will be used to determine funding allocations in the draft 2015-2016 Fiscal Year Budget.

2015-2016 Annual Budget Highlights: Mr. Stackhouse presented and reviewed a budget planning memorandum containing preliminary General Fund revenue and expenditure projections for the coming fiscal year. He noted there were limited options for new revenue sources, aside from soliciting additional Payment in Lieu of Taxes (PILOT) donations from community non-profit entities. Community Service Fees from the Montreat Conference Center remain estimated at \$50,000. Discussion was heard concerning how best to seek additional contributions. Mr. Stackhouse and Commissioner Campbell will research PILOT donations in the Town of Davidson. Mayor Taylor will contact the Chair of Montreat College's Board of Directors to discuss options for payments to the Town similar to the Conference Center's Community Service Fee donations, possibly funded through a nominal increase in student parking permit fees. Town staff will monitor the progress of a proposed bill that could allow municipalities to levy a ¼ cent local option sales tax, as well as how these revenues would be disbursed at the County level if the bill becomes law.

General Fund expenditure projections for the upcoming budget preparation cycle include capital project funding, fuel and utility costs, payroll expenses and likely increases in employee health insurance rates. Department heads will be asked to carefully evaluate current programs and proposed expenditures to identify cost saving opportunities. If proposed SB 369 and SB 608 are adopted in their current forms, Montreat would experience an estimated local sales tax revenue loss of \$223,605, or 67% of the current amount. This would create a drastic reduction of funding available for all types of expenditures, and may result in recommended reductions in capital project funding and phased ad valorem tax increases.

Current fiscal year Water Fund expenditures are budgeted at \$539,000. The Town last increased its water billing rates in 2013 from \$4.49 to \$4.83 per thousand gallons of usage for all customers. Monthly access fees remain at \$14.00 for 3/4 inch lines, \$95.00 for 1" lines, and \$220.00 for 2" lines. The Board could consider following the Metropolitan Sewerage District's practice of implementing small annual rate increases comparable with the rate of inflation. A 2% rate increase for all water customers would yield approximately \$6,000 in additional revenues. At the Board's request, Mr. Nalley and Mr. Stackhouse will prepare and present data comparing Montreat's monthly billing rates with other municipalities with similarly-sized water systems throughout the state.

Stormwater Utility Fee: Mr. Currie and Mr. Stackhouse presented a model Stormwater Utility Ordinance based on research from other similarly-sized municipalities. The model ordinance proposes a stormwater utility fee imposed on all owners of developed property within the Town

limits, which would be used to construct and maintain new and existing stormwater control measures, as well as provide public educational efforts to promote stormwater mitigation. The ordinance also provides fee-reducing credit opportunities for parcels that implement certain Best Management Practices to control stormwater on-site and mitigate the impacts of runoff on the Town's stormwater system. Selection of a professional consulting firm to provide an engineering study for development of a stormwater utility has been delayed due to a lack of funding for this project in the current fiscal year's Budget. Should a stormwater utility fee be implemented in the future, the Board would need to decide whether to reduce the ad valorem property tax rate by a comparable amount, or to retain these funds as additional revenue.

Green Fleet Policy Annual Report: Mr. Stackhouse presented and reviewed the 2014 Green Fleet Report, which indicated the make, model, estimated carbon dioxide emissions, fuel type, average fuel economy and fuel costs for each of the Town's vehicles.

Finance

Comprehensive Plan Review: The Town of Montreat's Comprehensive Plan serves as a strategic policy guide for future development, infrastructure and service decisions over a 15 to 20 year period. The Plan was originally adopted in April 2008, and includes 97 long-and short-term goals and strategies for addressing a number of key community desires and issues identified during the course of its development, including 45 short-term goals, 42 mid-term goals and ten long-term goals. To date, the Town has completed or significantly completed 69 goals or approximately 71% of the total number contained in the Plan. An additional 3% are in progress. Many of the remaining 25 goals have come under consideration by the Board, but have not moved forward due to unfavorable legislative changes, lack of public support, and other similar reasons. Mr. Nalley briefly reviewed an updated implementation matrix detailing the current status of each of the recommended short-, mid-, and long-term goals and strategies. The matrix also provided a brief status explanation for those goals that have achieved limited progress.

The Comprehensive Plan is intended to be reviewed and updated every five years, and Mayor Taylor has previously suggested beginning the update process this spring to maximize opportunities for participation and input from seasonal residents. LandDesign, the professional consulting firm that assisted with the development of the 2008 Comprehensive Plan has submitted an initial cost estimate of approximately \$67,000 to update the Plan. This amount is subject to further amendments and reductions. After discussion, the Board directed Town staff to schedule Plan update contract approval with LandDesign in early fall 2015. Comprehensive Plan Steering Committee appointments and other preliminary steps will be made in preparation for charettes and other public input sessions during summer 2016.

Services and Infrastructure

Disaster/Emergency Planning: Chief Staggs briefly reviewed the Town's emergency plans, door-to-door evacuation procedures and public notification methods for fires, flooding, natural disasters, and other emergencies. In 2006, Buncombe County Emergency Management Services asked each local municipality to adopt the National Incident Management System (NIMS) Ordinance, which formally recognized the NIMS system and adopted procedures and policies such as the Incident Command System (ICS) to help insure the complete utilization of all of the Town's and County's resources to combat disasters. Implementation of the NIMS and ICS systems is also a condition of eligibility for any relief funding that may be awarded in response to State or Federal disaster declarations.

Chief Staggs noted that, in addition to complying with the Town's emergency and disaster response efforts, Montreat Conference Center and Montreat College must also develop their own emergency and disaster response plans specific to their individual, private organizations. In the event of an emergency, the Town will notify the College and Conference Center and can assist in carrying out certain portions of their individual emergency or evacuation plans upon request. Town staff will soon meet with College and Conference Center representatives to confirm current emergency contact information for both entities, and to encourage their staff to receive appropriate ICS training to ensure their individual disaster plans comply with current NIMS and ICS system protocols. The Administrative Department will also ensure that all Town elected officials and staff members have received ICS training courses as a departmental goal for the next fiscal year.

2014 Year-End Police Activity Report: Chief Staggs then reviewed his year-end departmental activity for 2014. He explained the types of services and assistance provided to Montreat College and the Montreat Conference Center, as well as how those calls are categorized and represented on monthly and year-end departmental activity reports. He noted that all patrol vehicles had been outfitted with required OSHA safety equipment, and that comprehensive departmental policy and procedures manuals have been provided to each officer. Officer Blevins remains out of the office on medical leave, and his shift duties are being divided between other full-time and auxiliary officers. Chief Staggs said he planned to address certain ongoing evidence control and secure storage challenges as a departmental goal for the coming fiscal year.

Recess

Mayor Taylor announced a brief recess at 10:42 a.m. The meeting reconvened at 10:58 a.m.

Water, Sewer and Street Standards: Mr. Freeman presented and reviewed current maps and tables indicating the age and condition of the Town's water lines and paved roadways. These materials are updated annually and used to prepare capital project recommendations for the Capital Improvements Plan and annual Budget. The Peace Lane and Upper Kentucky Road Phase 1

Neighborhood Paving Projects will be completed at the end of May. Town staff proposes to add these maps to the Town's GIS system as a departmental goal for the coming fiscal year.

Utility Service Plan – Oklahoma and Lookout Roads: McGill Associates has submitted a scope of services proposal in the amount of \$8,300 for conceptual planning and budget estimating to extend public utilities and street improvements to the Oklahoma Road and Lookout Road areas, including the extension of Oklahoma Road now known as Whitewater Cove Road. Town staff anticipates that these extensions would be undertaken as phased public assessment projects, similar to those in the Upper Kentucky Road area. Mr. Nalley used color-coded area maps to indicate the location and scope of the proposed assessments, as well as the current ownership of each the affected lots. Although the Town has not yet received a petition or written request for public utility or street improvements to this area, Town staff feels that such a request is very likely in the near future. The cost of such extensions would initially be financed by the Town, and reimbursed over a ten-year period through annual payments from benefitted lot owners. After discussion, the Board agreed by consensus to complete a utility service plan for the Oklahoma Road and Lookout Road area as a goal for the coming fiscal year.

NPDES Stormwater Permit Requirements: Mr. Currie provided copies of the Town's 2014 Annual Municipal Separate Storm Sewer System (MS4) permit report, which was submitted to the North Carolina Department of Environment and Natural Resources/Division of Water Quality (NCDENR/DWQ) on December 30, 2014. The MS4 permit allows Montreat to discharge stormwater into surface waters of the state within its jurisdiction, and must be renewed every five years. In each permit report, the Town is asked to provide a list of measureable goals accomplished during the calendar year. In 2014, the Town undertook two structural stormwater improvement projects made possible through disaster relief funding from the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Emergency Management. A new structural stormwater infiltration feature was installed at the intersection of Virginia and Mississippi Roads. A second structure was planned near the bridge on Community Center Circle, but could not be completed as initially proposed due to a lack of funding for required engineering oversight. The roadway shoulder in this area was repaired as an alternative project. Both Mr. Currie and Public Works Department staff members receive annual continuing education training in various stormwater control-related topics as part of the MS4 permit requirements. Mr. Currie also maintains Stormwater Best Management Practices (BMP) Reviewer Certification.

In 2014, NC Floodplain Mapping Program representatives notified the Town that any modifications to existing stormwater infrastructure and all new structural features must be reviewed by and bear the seal of a North Carolina registered design professional with expertise in the area of stormwater systems. Currently, a small amount of monies are allocated each year in the General Fund for stormwater-related expenses. Implementing a stormwater utility program would provide a dedicated, self-funding revenue source for Town-wide stormwater system repairs, expansion and other related costs separate from the Town's General Fund. A Request for Qualifications (RFQ) was issued in June 2014 to prospective consulting firms to provide an engineering study and

gather essential data needed to establish a stormwater utility. Numerous responses were received from interested firms, but funding was not awarded in the 2014-2015 Fiscal Year Budget to move forward with the project. During discussion, staff asked whether the Board wished to re-issue the RFQ for professional consulting services in the coming fiscal year. The Board agreed by consensus not to pursue stormwater utility program development at this time.

The Board also requested that the Planning and Zoning Commission hold a special meeting in May to discuss necessary revisions to the Town's amplified sound permitting process, and to review stream buffer requirements on lots less than one acre in size during their July 16 regular meeting.

Sanitation/Recycling Services: In 2006, Montreat began offering residential sanitation, recycling and yard waste collection services as a Town-operated program. Household garbage and recyclables are collected year-round at curbside every Monday and bi-weekly on Mondays and Fridays from June through September. A Public Works Department employee drives an open bed sanitation collection truck, and First, Inc. provides contract laborers to assist in loading items onto the truck and then off-load them into the compactors and recycling containers located in the fenced facility behind the Town Services Office. This facility is also open to the public from 7 a.m. until 5 p.m. Monday through Thursday for household garbage, recycling and corrugated cardboard disposal. Special collection of bulk items, white goods, non-hazardous materials and excess yard waste is available for an additional fee.

The Town's compactor lease and hauling contract with Consolidated Waste Services is coming to an end, and the sanitation truck is scheduled for replacement in 2016. Staff feels this is an appropriate opportunity to give an evaluation of the current program, identify challenges, and make suggestions for improvements. Montreat residents seem pleased overall with the high level of sanitation collection service the Town currently provides. However, staff has noted that the process is labor-intensive, with disposed items being collected at curbside and off-loaded at the compactor facility by hand. Offering a second weekly pickup during the summer increases contract labor, fuel, and other related program costs. Large amounts of yard waste and brush often place a strain on weekly collection efforts. The compactor site is being used more often by residents as a convenience center, which creates public safety concerns as the site was not designed or intended for this type of use. Illegal dumping and other unauthorized use of the compactor site are continual problems. Increased education efforts are also needed for specific disposal topics including container rules, bear-proof container requirements, bulk item disposal and special collection services.

In an effort to address these concerns, staff has considered several alternative service delivery methods:

Alternative One: Upgrade the current sanitation vehicle to a compactor truck at a cost of approximately \$120,000. Existing Public Works Department employees would collect curbside garbage, recycling, and yard waste once per week year-round. Twice-weekly collection could continue during the summer months if a higher level of service is still desired during these periods. All trash and recycling would be taken directly from the Town to the Buncombe County landfill. The compactor site would be closed and all equipment removed, thus eliminating all container rental and haul fees for the Town.

Alternative Two: Continue the current curbside collection services method and schedule, while permanently closing the compactor site to the public. Although changes to the dumpster facility's operation hours have reduced illegal dumping and unauthorized compactor use to some degree, these problems still continue. This option may be unpopular with those residents and visitors who now use it as a convenience center, but will ensure that those who are paying for sanitation services through property taxes or collection contract fees are the only beneficiaries of the program. Site safety and liability concerns would also be eliminated by implementing this option.

Alternative Three: Eliminate curbside collection and develop a safe, efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for an additional fee. The collection center would be staffed and a system developed through either a per-use disposal fee or tag system that limits use of the facility to Montreat residents and visitors only.

Alternative Four: Make no changes to the current sanitation collection system or schedule.

Under this alternative, staff would recommend certain improvements to the compactor site in order to address safety and liability concerns. The Board should be aware that operational and personnel costs will continue to increase over time with this option, and that these costs are directly linked to the Town's ad valorem tax rate. Staff feels that this option is only attractive if Montreat taxpayers are willing to accept future cost increases and continued use of the compactor facility by non-residents in exchange for their current high level of service.

Staff feels strongly that any decision to alter the current sanitation service delivery system should be made within the next six months. This will give ample time for public input, Board deliberation and additional research into the costs and savings associated with each alternative.

After discussing the advantages and disadvantages of each option, the Board agreed by consensus for Town staff to prepare a proposal to staff the dumpster facility so that it can remain open to the public on certain days of the week, and to fund the facility's personnel and operational costs by charging a "pay as you throw" disposal fee. The proposal will contain recommendations on facility hours, necessary safety improvements, staffing options, a proposed start date for the new service method, and a suggested per-bag disposal fee amount to be charged to each facility user. This proposal will be prepared for the Board's consideration at their May Town Council Meeting.

Lunch Recess

Mayor Taylor called a lunch recess at 1:15 p.m. The meeting reconvened at 1:49 p.m.

Environment and Recreation

Landcare: The 2015 Native Plant Sale and Arbor Day Celebration will be held on May 2 from 10 a.m. until 2:00 p.m. on Moore Center Field and in the Moore Center Meeting Room. Painter's Greenhouse was unable to provide staffing for a booth at this year's event, which caused some concern over whether there would be a sufficient number of vendors for this year's event. The Town has arranged to purchase plants from Painter's at a discounted price, which will then be sold by Town staff during the Sale as a fundraising opportunity for the Montreat Landcare Program. Any unsold plants will be returned to Painter's for a refund after the event.

Montreat resident John Johnson attended a recent training course on the use of *Laricobius Nigrinus* beetles, a non-invasive insect native to the Pacific Northwest to control Hemlock Woolly Adelgid infestations. Mr. Johnson will work with fellow residents Rusty Frank and Joe Standaert on a pilot program to use the beetles this fall on hemlocks in Montreat that have not previously received chemical pesticide treatments. The Landcare Committee has committed \$400 toward this program. Local donations are welcome, and some additional funds may be available through the US Forest Service's Urban and Community Forestry Program. Mr. Standaert is also initiating an effort to research native rhododendron die-off recently discovered in the Montreat area. More information on these projects will be reported in the future.

Open Space Conservation Plan: The Open Space Conservation Committee is reviewing a lot owned by J. Stuart Hume and the Mountain Retreat Association on New Hope Lane for possible inclusion in the Open Space Conservation Program. The lot is owned by the Mountain Retreat Association and is currently in tax foreclosure. During their next meeting, the Committee will tour the subject lot and decide whether to recommend proceeding with a bid to purchase the property at auction in June. Property acquisition funding for the Open Space Conservation Program is provided by a \$50,000 donation in 2009 from the Don and Betty McDougald Land Trust. The Town also allocates a small amount of funding each fiscal year for other Program-related expenses, such as legal fees and surveying costs.

Greenways and Trails Plan: The next project recommended for completion in the Town's Pedestrian, Bicycle and Greenways Master Plan is a sidewalk connection along Assembly Drive between the Lookout Road and the Lake Susan Dam area. This project is scheduled for completion during the 2016-2017 in the Town's adopted Capital Improvements Plan, but will be subject to funding availability.

Native Plant Garden Park Plan: Phase II of the Native Plant Garden Park Plan has been delayed due to funding availability and continued land acquisition negotiations with the Mountain Retreat Association.

Gate Lot Landscaping Plan: The Cooley family, who reside on Montreat Road just outside the Town's municipal limits, will provide a \$500 donation to purchase native plants for the woodland garden section of this project once the work commences.

Annexation/Extra-Territorial Jurisdiction Discussion

The plats establishing lots in much of Montreat were first recorded in 1906, with a second set of plats being recorded in 1935. At the time, the Buncombe County zoning and subdivision ordinances were not in place, so the current minimum lot size and other development requirements did not apply. Some of the lots outside of the Town limits do not meet the current minimum lot size requirement in the Buncombe County ordinance and it is possible that some of those lot owners may not be able to obtain well and septic permits if their neighbors already have wells or septic systems in place. There is a discrepancy between General Ordinance Chapter E – Utilities and Chapter M - Extensions of Public Utilities and Streets pertaining to how public utility connection requirements are applied to properties in the Town's Extra-Territorial Jurisdiction (ETJ) area.

Montreat Code of General Ordinances Chapter E – Utilities, Article 1: "Water and Sewer" refers to "all owners of improved property within the Town limits" and requires the owner to connect to the public water system and the MSD sanitary sewer. This Chapter does not provide policy direction for connection of utilities outside the Town limits. However, Chapter M – "Extensions of Public Utilities and Streets" states that the provisions of this section apply "to all extensions of public water lines, sewer lines, and streets within the Town and within the extraterritorial jurisdiction of the Town." Chapter M also states that private wells and septic systems are no longer allowed in Town or in ETJ, and property owners who wish to develop these lots must connect to public water and sewer lines. Such utility extensions are subject to Board approval and must be installed according to current Town and Metropolitan Sewerage District (MSD) standards at the property owner's expense. Once installed, the Town and/or MSD will approve the connections and assume responsibility for their maintenance if, upon inspection, it is determined that the lines comply with all applicable standards and regulations.

The application of Chapter M to the ETJ area is based on three subsections of NCGS Chapter 160A, Article 19 - Planning and Regulation of Development. In recent years, the General Assembly has enacted legislation removing ETJ authority in Boone, Weaverville and Asheville. Two House Bills currently under consideration propose to either eliminate or restrict ETJ authority state-wide, and it is difficult at this time to predict whether these or other bills will be adopted into law. Statutes pertaining to both voluntary and city-initiated annexation have also changed significantly in recent years.

The Board may choose to amend Chapter E so that it is consistent with Chapter M, or to revise Chapter M to remove the provisions making it applicable to lots in the ETJ. If Montreat loses its ETJ land use regulation authority, lot owners could obtain well and septic system permits from Buncombe County regardless of the potential negative impact on neighboring properties. In this event, the affected property owners might seek relief from the Town, and the Board may wish to consider developing a plan for addressing these situations through ordinance language amendments and collaboration with Buncombe County officials. If ETJ authority for Montreat remains, the Board will need to decide whether ETJ residents are allowed to connect to the Town's public water and sewer systems, or if these services are to be provided only to Montreat residents.

During discussion, the Board confirmed that requests for public utility and street assessments are equally available to owners of property located both within Montreat's Town limits and in its ETJ areas. Mr. Currie summarized the pre-development meeting procedures he follows to make property owners and contractors aware of the relevant ordinances and building code requirements affecting their projects and to discuss compliance options. Relief from certain development hardships is available through administrative approvals or requests for variances from the Board of Adjustment. Mr. Nalley also advised that engineering and design work for a new 100,000 gallon water storage tank on Greybeard Trail is nearing completion.

The Board agreed by consensus to leave the current text of Chapter M unchanged. Revisions will be needed to Chapter E for consistency with Chapter M, so that the language more clearly indicates that public water and sewer system connections may be allowed in ETJ areas subject to a vote to approve a received public utility assessment petition or at the property owner's personal expense if installed to applicable standards.

The Board also reviewed a draft letter intended for all affected property owners in the Upper Greybeard Trail area, detailing the costs and both the tangible and intangible benefits of voluntarily incorporating the Upper Greybeard Trail area into the Town's municipal limits. The final paragraph of this letter will be revised to more clearly reflect the Town's willingness to extend 8" sewer trunk lines to this area in exchange for a voluntary annexation petition from the benefitted property owners. At staff's recommendation, the Board also agreed by consensus to pursue satellite annexation of all Town-owned properties in ETJ areas as a Governing Body goal for the coming fiscal year.

Personnel and Employee Benefits

Mr. Nalley presented a summary of the current salary grades and ranges, as well as employee health insurance and other benefits offered by the Town. A 2% Cost of Living Adjustment is proposed for the 2015-2016 Fiscal Year. Two positions may also require an adjustment to their entry-level pay grade ranges. These recommendations are subject to Board approval during the Budget review and adoption process.

Communication Efforts

Public Relations: After discussion, the Board agreed by consensus to publish periodic newsletter editions throughout the year in print and electronic format to advise the public about Town business items, projects, and current events. Town staff will research options to consult with a communications professional on an hourly basis to assist with newsletter design, layout and production.

Open Forum Discussion: The Board agreed by consensus to hold a Town Hall-style meeting during the upcoming summer months, focused on public education and discussion of the Town's sanitation program. The second will be an open forum held later in the year for discussion of other community issues. Commissioner Helms offered to facilitate the sanitation discussion meeting, and Town staff will research the cost and availability of a professional facilitator to assist with the open forum meeting.

Volunteer Services: The Board agreed by consensus to consider opportunities for community volunteers and student internships in more detail after the construction of a new Town Hall facility.

App vs. Web-based Communication: Many municipalities have begun to provide certain public services, such as utility billing payments, customer service requests, and other information through mobile apps in addition to traditional websites and print media. Town staff will research the cost and available options to provide app-based services as an Administrative Department goal for the coming fiscal year.

Update on Current Projects/Services/Issues

Texas Road Bridge Replacement: Town staff recently participated in a conference call with NCDOT officials and KCI Associates representatives to discuss the status of this project. Sungate Design Group, P.A. is currently performing hydrology studies, and the Town is still awaiting preliminary plans at 75% completion for the new structure. Mr. Nalley and Mr. Currie will remain in contact with representatives from KCI and Sungate concerning the status of this project.

During discussion, the Board requested a conference call between KCI representatives, Town staff and two Commissioners to express the Board's concerns about the project and their dissatisfaction with the delays in obtaining the preliminary plan documents. Commissioner Vinson asked that a detailed overlay design drawing be presented at the next Town Council Meeting, depicting how the new structure will appear on site. In response to a question from Commissioner McCaskill, Mr. Nalley advised that if the Board chose to discontinue its participation in the Municipal Bridge Program, the Town would be obligated to refund all grant monies received, would forfeit all engineering and design work completed to date, and would likely be financially responsible for the entire cost of replacing the bridge structure.

Town Hall/Public Works Facility: The Board will hold a Closed Session during their May 7, 2015 Agenda Meeting to for attorney consultation regarding the status of the current litigation related to this project.

2015-2016 Goals and Objectives

After discussion, the Board set the following departmental goals for the upcoming fiscal year:

Governing Body

- Update the 2008 Comprehensive Plan.
- Conduct one educational Town Hall meeting focused on the Town's sanitation program.
- Conduct one open public forum meeting.
- Complete the "drying in" of a new Town Hall.
- Pursue grant funding to complete landscaping improvements to the Gate Lot.
- Pursue a cost sharing agreement with the Conference Center and College to fund the Wayfinding Plan recommendations.
- Await a petition for voluntary annexation of the Upper Greybeard Trail area.
- Pursue satellite annexation of Town-owned property in the Upper Greybeard Trail and Extra-Territorial Jurisdiction areas.
- Seek opportunities to further develop public relations and public information efforts.

Administration and Finance

- Investigate software and hosting options for upgrades to the Town's website.
- Research online "cloud based" municipal accounting packages as replacement option for present accounting system scheduled to be replaced in 2018.

- Research records management software options for cost and feasibility.
- Implement an electronic interdepartmental shared calendar to indicate staff absences, shift assignments, and on-call assignments.
- Solicit PILOT donations from community non-profit entities.
- Begin investigation of app-based vs. web-based electronic public communication and customer service programs.
- Ensure that all elected officials and Town staff members undergo ICS emergency management training courses.

Police

- Provide a minimum of two additional opportunities for officer training.
- Evaluate guidelines, procedures and storage requirements regarding the processing of evidentiary items and sensitive material.
- Further steps in recruitment in effort to bolster Reserve Force roster.
- Continue endeavor to streamline and standardize the administrative office area of the department.

Planning and Inspections Department

- Complete ESRI-hosted training in ArcGIS 3 & 4 to acquire skills in performing analysis and improving the Town's web based products.
- Integrate tabular coordinate data within the GIS system to symbolically illustrate accurate locations of all water system features and hydrants.
- Establish a program that elicits community cooperation in the installation of Knox Boxes for rapid fire department access for Institutional and residential properties.
- Refer stream buffer regulations to the Planning and Zoning Commission for further review and possible revision.
- Refer front and rear yard setback distance requirements to the Planning and Zoning Commission for further review and possible revision.

Public Works

- Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
- Complete inspections of Town-owned stormwater features.

- Complete and submit the annual Water Supply Plan and Solid Waste Report.
- Continue the tree removal and replacement program.
- Convert paper street and water maps (i.e. conditions, ages) to the GIS mapping program.
- Complete a Utility Service Plan for the Oklahoma Road and Lookout Road area.

Streets/Powell Bill

- Complete the Texas Road Bridge replacement project.
- Complete the Texas Road resurfacing and storm drainage project.
- Replace equipment and/or vehicles in accordance with the Capital Improvements Plan.
- Perform road resurfacing on smaller portions of streets.
- Replace 60 stop signs with “retro-reflectivity signs” in compliance with new Federal and State program.
- Install or replace two storm water features.

Sanitation

- Distribute an updated public education sanitation and recycling services brochure.
- Consider and conduct additional research into alternative sanitation service delivery system methods.
- Complete a review of the Town’s compactor site, including public access and safety, facility hours and service fees.

Environment & Recreation

- Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
- Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.
- Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.
- Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

Water

- Replace approximately fifteen (15) air valves within the water system.

- Complete water line replacement along Texas Spur from Well B to Texas Extension.
- Update and digitize the water modeling map.
- Develop and implement an electronic inventory system for the water system.
- Complete and adopt revisions to Montreat General Ordinance Chapter E – Utilities.

These goals and objectives will be prepared as a separate document for formal adoption at the May Town Council Meeting.

Adjournment

Mayor Pro Tem Standaert moved to adjourn the Annual Retreat. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 4:03 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk

DRAFT

Proposed 2015-2016 Departmental Goals and Objectives

Governing Body

- Update the 2008 Comprehensive Plan.
- Conduct one educational Town Hall meeting focused on the Town's sanitation program.
- Conduct one open public forum meeting.
- Complete the "drying in" of a new Town Hall.
- Pursue grant funding to complete landscaping improvements to the Gate Lot.
- Pursue a cost sharing agreement with the Conference Center and College to fund the Wayfinding Plan recommendations.
- Await a petition for voluntary annexation of the Upper Greybeard Trail area.
- Pursue satellite annexation of Town-owned property in the Upper Greybeard Trail and Extra-Territorial Jurisdiction areas.
- Seek opportunities to further develop public relations and public information efforts.

Administration and Finance

- Investigate software and hosting options for upgrades to the Town's website.
- Research online "cloud based" municipal accounting packages as replacement option for present accounting system scheduled to be replaced in 2018.
- Research records management software options for cost and feasibility.
- Implement an electronic interdepartmental shared calendar to indicate staff absences, shift assignments, and on-call assignments.
- Solicit PILOT donations from community non-profit entities.
- Begin investigation of app-based vs. web-based electronic public communication and customer service programs.
- Ensure that all elected officials and Town staff members undergo ICS emergency management training courses.

Police

- Provide a minimum of two additional opportunities for officer training.
- Evaluate guidelines, procedures and storage requirements regarding the processing of evidentiary items and sensitive material.
- Further steps in recruitment in effort to bolster Reserve Force roster.
- Continue endeavor to streamline and standardize the administrative office area of the department.

Planning and Inspections Department

- Complete ESRI-hosted training in ArcGIS 3 & 4 to acquire skills in performing analysis and improving the Town's web based products.
- Integrate tabular coordinate data within the GIS system to symbolically illustrate accurate locations of all water system features and hydrants.

Proposed 2015-2016 Departmental Goals and Objectives

- Establish program that elicits community cooperation in the installation of Knox Boxes for rapid fire department access for Institutional and residential properties.
- Refer stream buffer regulations to the Planning and Zoning Commission for further review and possible revision.
- Refer front and rear yard setback distance requirements to the Planning and Zoning Commission for further review and possible revision.

Public Works

- Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
- Complete inspections of Town-owned stormwater features.
- Complete and submit the annual Water Supply Plan and Solid Waste Report.
- Continue the tree removal and replacement program.
- Convert paper street and water maps (i.e. conditions, ages) to the GIS mapping program.
- Complete a Utility Service Plan for the Oklahoma Road and Lookout Road area.

Streets/Powell Bill

- Complete the Texas Road Bridge replacement project.
- Complete the Texas Road resurfacing and storm drainage project.
- Replace equipment and/or vehicles in accordance with the Capital Improvements Plan.
- Perform road resurfacing on smaller portions of streets.
- Replace 60 stop signs with “retro-reflectivity signs” in compliance with new Federal and State program.
- Install or replace two storm water features.

Sanitation

- Distribute updated public education sanitation and recycling brochure.
- Consider and conduct additional research into alternative sanitation service delivery system methods.
- Complete a review of the Town’s compactor site, including public access and safety, facility hours and service fees.

Environment & Recreation

- Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
- Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.

Proposed 2015-2016 Departmental Goals and Objectives

- Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.
- Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

Water

- Replace approximately fifteen (15) air valves within the water system.
- Complete water line replacement along Texas Spur from Well B to Texas Extension.
- Update and digitize the water modeling map.
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**TOWN OF MONTREAT
FISCAL YEAR 2014-2015
BUDGET AMENDMENT #3**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2015.

Department(s): Governing Board, Administration, Streets

Purpose: To increase budget for higher-than-expected legal fees and technology support services.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Debit	Amount Credit	Amended Budget
Gov Bd – Prof Svcs	10-00-4100-040	\$27,000		\$72,000
Admin – M&R Eqpt	10-00-4200-160	\$3,000		\$24,000
Streets – Capital Proj	10-20-5600-730		\$30,000	\$1,223,000

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

_____ Date
 Finance Officer

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

_____ Date
 Budget Officer/Town Administrator

_____ Date
 Town Clerk

**TOWN OF MONTREAT
FISCAL YEAR 2014-2015
BUDGET AMENDMENT #4**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2015.

Department(s): Governing Board, Administration, Public Buildings, Public Works, Streets, Sanitation

Purpose: To recalculate the indirect cost allocation to the Water Fund, eliminating allocation to Sanitation and redistributing to other departments. This is a zero net change reallocation.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Debit	Amount Credit	Amended Budget
Gov Bd -Indirect cost to WF	10-00-4100-480		\$509	
Admin -Indirect cost to WF	10-00-4200-480		\$2,172	
Pub Bldg -Indirect cost to WF	10-00-5000-480		\$534	
Pub Wks -Indirect cost to WF	10-20-5550-480		\$655	
Streets -Indirect cost to WF	10-20-5600-480		\$1,375	
Sanitation -Indirect cost to WF	10-30-5800-480	\$5,247		

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

_____ Finance Officer _____ Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

_____ Budget Officer/Town Administrator _____ Date

_____ Town Clerk _____ Date



ISO 9001:2008 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

Landmark Center II, Suite 220 • 4601 Six Forks Road • Raleigh, NC 27609 • Phone 919-783-9214 • Fax 919-783-9266

To: Mr. Stephen L. Freeman
Town of Montreat Public Works Director

From: Dewayne Sykes – KCI Associates of NC, PA
Project Manager

Date: May 18, 2015

TIP Number: B-5196

County: Buncombe

Project: Replacement of Bridge #528 – Texas Road over Flat Creek

Progress Report Number 11

Reporting Period: February 26, 2014 to May 15, 2015

Completed Tasks to Date:

- Received executed contract September 10, 2012.
- Received notice to proceed via e-mail from Ray Lotfi on September 20, 2012.
- Continued project planning activities – awaiting historic architecture for completion.
- Completed field natural resource investigations and Natural Resources Technical Report (NRTR).
- Completed base surveys and mapping.
- Held CIW and Local Officials Meeting on November 27, 2012 from 4:00 to 7:00 pm in the Walkup Building in Montreat.
- Revised preliminary roadway alignments based on comments from workshops.
- Completed NRTR.
- Developed and presented scope for historic buildings survey and report.
- Negotiated and agreed on scope and fees for historic buildings survey and report.
- Completed preliminary hydraulic analyses for alternatives.
- Initiated historic buildings survey and presented the results to the SHPO on June 25, 2013. SHPO determined that the project setting is an eligible historic district, defined a reduce area of potential effect (APE), and requested a more involved study documenting all of the properties within the APE.
- Developed fee estimates for Phase II of the historic architecture survey and for archaeological investigations and submitted to the Town and NCDOT.

- Negotiated fees for the Phase II architecture and archaeology and submitted a supplemental agreement to the Town for approval and execution.
- Completed Phase II Architectural History and Archaeology studies and reports.
- Drafted 4f document and memo.
- Completed draft Community Impact Analysis (CIA) and submitted to NCDOT.
- Received NCDOT comments on the CIA and began incorporation.
- Completed Archeological Investigations and Architectural History Survey and drafted reports. Sent reports to Town and incorporated comments. Delivered draft reports to NCDOT and SHPO. Awaiting final comments.
- Drafted CE document and sent to Town for comment and selection of preferred alternative.
- Preferred alternate selected.
- Presentation of project and status at Town Council meeting August 2014.
- Secured favorable opinion from SHPO and FHWA relative to proposed bridge appearance and the historical district. Incorporated necessary aesthetics and comments.
- Completed CE and secured signatures January 2015.
- Completed 25% plans and submitted to NCDOT for review
- Incorporated NCDOT comments and began drainage design.
- Submitted drainage design and Bridge Survey Report to NCDOT for review.
- Performed soil borings and geotechnical investigation at proposed bridge end bents and retaining wall sites.
- Submitted preliminary Traffic Control Plans.
- Created Bridge General Drawings and proposed retaining wall design.
- Incorporated NCDOT comments and submitted 75% plans to NCDOT for approval of Right of Way funding.

Unusual Problems Encountered During Reporting Period:

- Reaching agreement with SHPO and FHWA regarding proposed bridge appearance and aesthetics that fits with the context of the existing historical district.
- Successfully navigating floodway certification issues.

Proposed Tasks for Next Reporting Period:

- Secure Right of Way Plans Authorization
- Issue Right of Way Acquisition Plans
- Begin Right of Way acquisition process

Comments:

- None



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

04/10/2015

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Montreat** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Stefan Stackhouse, Finance Officer

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Misty R. Gedlinske

May 1, 2015

Ron Nalley, Town Administrator
Town of Montreat
PO Box 423
Montreat, NC 28757

Dear Ron,

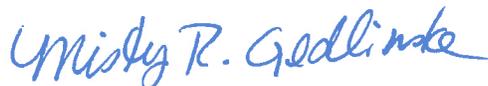
Please accept this letter as my official notice of resignation as Montreat's Town Clerk. My last day of employment will be Friday, May 22, 2015.

As you know, my family has been planning for some months to relocate to Wisconsin, and those plans are now coming to pass. The closing date for the sale of our Asheville house is May 29, and I plan on taking a few days before that time to move our belongings and settle our local affairs.

This move is both exciting and scary at the same time. I've enjoyed my time working in and for Montreat, and will miss the people I've met along the way. I've learned a great deal during my tenure here and hope I can apply those experiences in a new setting.

I wish you, the Board and Committee members, Town staff and the residents of Montreat all the best for the future.

With appreciation,



Misty R. Gedlinske

To: Board of Commissioners, Montreat
John Hinkle, Chairperson Planning and Zoning
Misty Gedlinske, Town Clerk

From: Van Talmage

4/16/15

Commissioners, et al:

At this time, I must resign, effective May 1, 2015, my position on the Planning and Zoning Board of Montreat. My wife and I will be relocating to Vermont to be near our family. As of June 15, I will no longer be a resident of Montreat.

It has been a pleasure to help out and be involved in Montreat. I thank you for the opportunity to serve.

Van Talmage

(John Talmage)

PO Box 403
Montreat, NC

MONTHLY POLICE STATISTICS REPORT

April	2015	2014	2013	2012	2011
Mileage	2823	2478	3158	2614	2694
Dispatched Calls	112	80	96	87	75
Officer-Initiated Calls	262	271	180	244	364
Fire/EMS Assistance Calls	15F/4E	6F/1E	6F/4E	5	4
Motorist/Other Assistance Calls	56	45	63	22	32
Traffic Stops	25	25/113G	35	39	27
Parking Issues	9	4	9	14	15
Burglar/Fire Alarm Responses	4B/1F	4B	3B/3F	7	4
Residential/Building Checks	254	112	150	150	150
Ordinance violations	14	15	21	23	8
LE Agency Assistance Calls	11	20	18	47	31
Animal Calls	7	0	3	4	1
Larcenies	0	1	0	1	0
B&E Calls	0	0	1V	0	0
Suspicious Person/Vehicle Investigations	14P/14V	9P/26V	4P/13V	9	21
Disturbance Calls	3	2	3	7	0
Accident Responses	0	0	1	0	0
Auxiliary Hours Worked	32R/48T	32R/24T	40R/85T	74	80
Truck turns at gate	1	2	2	5	10

- Town service: 470
- MRA service: 131
- College service: 15
- On 04/01 thru 04/05/2015, MPD assisted in the Weed Lane fire (IC-NCFS#15009); developed an ICS for the Town of Montreat, met with MRA and College, closed trails and roads, performed fire watch, received constant updates, patrolled closed sections for violators, and on 04/05 opened trails and roads and placed warning signs (I commend MPD Master Patrol Officer David Arrant for his outstanding performance).
- On 04/06/2015, MPD Officer Whitson completed a 40 hour Field Training Officer school at NCJA.
- On 04/16/2015, MPD received a nice letter of thanks reference an accident that occurred with a Montreat resident family member involved.
- On 04/20/2015, MPD responded to a disturbance call reference screaming on West Virginia.
- On 04/22/2015, MPD Officer Whitson an eight hour Sovereign Citizens class at NCJA.
- On 04/25/2015, MPD responded to a pit fire on Woodland.
- On 04/27/2015, MPD responded to a disturbance on Virginia Road reference ownership of a motor vehicle.
- On 04/20/2015, MPD responded to a missing person call.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended March 31, 2015

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 14 Comparison YTD Actual	FYE 2015 Remaining Budget	Actual to Budget %	Statement Period	Variance	3/31/14
								9		
Revenues:										
Ad valorem taxes	\$ 944,500.00	\$ 923,434.98	\$ 14,912.43	\$ 938,347.41	\$ 927,843.21	\$ 6,152.59				
Other taxes and licenses	\$ 362,700.00	\$ 187,871.61	\$ 36,845.40	\$ 224,717.01	\$ 210,596.20	\$ 137,982.99				
Unrestricted intergovernmental	\$ 59,500.00	\$ 24,100.11	\$ 23,317.04	\$ 47,417.15	\$ 35,255.75	\$ 12,082.85				
Permits and Fees	\$ 46,000.00	\$ 18,563.63	\$ 4,089.00	\$ 22,652.63	\$ 37,244.87	\$ 23,347.37				
Community Service Fee	\$ 50,000.00	\$ 41,075.00	\$ -	\$ 41,075.00	\$ 37,264.50	\$ 8,925.00				
Sales and Services	\$ 13,000.00	\$ 6,338.37	\$ 80.00	\$ 6,418.37	\$ 7,225.23	\$ 6,581.63				
Investment earnings	\$ 3,000.00	\$ 596.43	\$ 106.21	\$ 702.64	\$ 892.90	\$ 2,297.36				
Other revenues	\$ 4,000.00	\$ 768.28	\$ 0.00	\$ 768.28	\$ 2,859.41	\$ 3,231.72				
Subtotal - Normal Operating	\$ 1,482,700.00	\$ 1,202,748.41	\$ 79,350.08	\$ 1,282,098.49	\$ 1,259,182.07	\$ 200,601.51	86.47%	75.00%	11.47%	9.95%
<i>Restricted intergovernmental</i>	\$ 853,000.00	\$ 58,093.30	\$ -	\$ 58,093.30	\$ 286,636.27	\$ 794,906.70				
<i>Contributions - Landcare</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,335,700.00	1,260,841.71	79,350.08	1,340,191.79	1,545,818.34	995,508.21	57.38%	75.00%	-17.62%	-7.49%
Expenditures:										
Governing Body	\$ 67,917.00	\$ 34,251.62	\$ 6,617.14	\$ 40,868.76	\$ 36,574.09	\$ 27,048.24	60.17%	75.00%	14.83%	27.20%
Administration	\$ 279,291.00	\$ 189,762.24	\$ 20,723.57	\$ 210,485.81	\$ 201,887.48	\$ 68,805.19	75.36%	75.00%	-0.36%	-2.26%
Public Buildings	\$ 226,049.00	\$ 187,558.79	\$ 523.48	\$ 188,082.27	\$ 321,630.22	\$ 37,966.73	83.20%	75.00%	-8.20%	-14.94%
Police	\$ 382,900.00	\$ 231,583.27	\$ 28,890.26	\$ 260,473.53	\$ 238,347.30	\$ 122,426.47	68.03%	75.00%	6.97%	4.12%
Building & Zoning	\$ 75,900.00	\$ 46,992.66	\$ 5,610.05	\$ 52,602.71	\$ 50,781.39	\$ 23,297.29	69.31%	75.00%	5.69%	13.82%
Public Works	\$ 73,785.00	\$ 44,447.99	\$ 5,694.37	\$ 50,142.36	\$ 36,199.91	\$ 23,642.64	67.96%	75.00%	7.04%	9.12%
Streets	\$ 1,446,905.00	\$ 401,686.85	\$ (1,498.42)	\$ 400,188.43	\$ 183,674.64	\$ 1,046,716.57	27.66%	75.00%	47.34%	60.38%
Powell Bill	\$ 43,500.00	\$ 4,518.14	\$ 1,081.60	\$ 5,599.74	\$ 8,556.19	\$ 37,900.26	12.87%	75.00%	62.13%	55.33%
Sanitation	\$ 95,953.00	\$ 64,405.19	\$ 4,987.92	\$ 69,393.11	\$ 71,883.31	\$ 26,559.89	72.32%	75.00%	2.68%	5.61%
Env/Cons/Rec	\$ 8,500.00	\$ 18.17	\$ 71.88	\$ 90.05	\$ 148,976.92	\$ 8,409.95	1.06%	75.00%	73.94%	-30.66%
Total expenditures	2,700,700.00	1,205,224.92	72,701.85	1,277,926.77	1,298,511.45	1,422,773.23	47.32%	75.00%	27.68%	27.16%
Revenues over expenditures	(365,000.00)	55,616.79	6,648.23	62,265.02	247,306.89	(427,265.02)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ (37,260.00)	\$ -				
Fund Balance Appropriated:	\$ 365,000.00	\$ -	\$ -	\$ -	\$ -	\$ 365,000.00				
Total other financing source	365,000.00	-	-	-	(37,260.00)	365,000.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 55,616.79	\$ 6,648.23	\$ 62,265.02	\$ 210,046.89	\$ (62,265.02)				
Expenditure Recap:										
Salaries & Benefits	\$ 870,700.00	\$ 592,255.38	\$ 66,353.76	\$ 658,609.14	\$ 614,183.26	\$ 212,090.86				
Other Operating	\$ 355,300.00	\$ 181,930.55	\$ 25,699.57	\$ 207,630.12	\$ 370,908.43	\$ 147,669.88				
CIP/Grant Projects	\$ 1,474,700.00	\$ 431,038.99	\$ (19,351.48)	\$ 411,687.51	\$ 313,419.76	\$ 1,063,012.49				
Total Expenditures	2,700,700.00	1,205,224.92	72,701.85	1,277,926.77	1,298,511.45	1,422,773.23				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended March 31, 2015

	FYE 2015 Budgeted	Previously Reported	Current Month	FYE 2015 YTD Actual	FYE 14 Comparison YTD Actual	FYE 2015 Remaining Budget	Actual to Budget Percent	Statement Period 9	Variance	Variance
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 305,000.00	\$ 194,657.04	\$ 18,746.19	\$ 213,403.23	\$ 225,046.10	\$ 91,596.77				
Investment earnings	\$ 500.00	\$ 49.58	\$ 6.41	\$ 55.99	\$ 82.96	\$ 444.01				
Other revenues	\$ 27,500.00	\$ 25,181.55	\$ 3,372.01	\$ 28,553.56	\$ 15,239.47	\$ (1,053.56)				
Subtotal - Normal Operating	\$ 333,000.00	\$ 219,888.17	\$ 22,124.61	\$ 242,012.78	\$ 240,368.53	\$ 90,987.22				
<i>Restricted intergovernmental</i>	\$ 206,000.00		\$ -			\$ 206,000.00				
Total revenues	\$ 539,000.00	\$ 219,888.17	\$ 22,124.61	\$ 242,012.78	\$ 240,368.53	\$ 296,987.22	44.90%	75.00%	-30.10%	-21.93%
Expenditures:										
Water Department	\$ 539,000.00	\$ 106,015.75	\$ 11,355.20	\$ 117,370.95	\$ 107,507.92	\$ 421,629.05	21.78%	75.00%	53.22%	54.14%
Total expenditures	\$ 539,000.00	\$ 106,015.75	\$ 11,355.20	\$ 117,370.95	\$ 107,507.92	\$ 421,629.05	21.78%	75.00%	53.22%	54.14%
Revenues over expenditures	\$ -	\$ 113,872.42	\$ 10,769.41	\$ 124,641.83	\$ 132,860.61	\$ (124,641.83)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 37,260.00	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ 37,260.00	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 113,872.42	\$ 10,769.41	\$ 124,641.83	\$ 170,120.61	\$ (124,641.83)				
Expenditure Recap:										
Salaries & Benefits			\$ -			\$ -				
Other Operating	\$ 304,500.00	\$ 102,671.85	\$ 4,829.30	\$ 107,501.15	\$ 103,368.89	\$ 196,998.85				
<i>CIP/Grant Projects</i>	\$ 234,500.00	\$ 3,343.90	\$ 6,525.90	\$ 9,869.80	\$ 4,139.03	\$ 224,630.20				
Total Expenditures	\$ 539,000.00	\$ 106,015.75	\$ 11,355.20	\$ 117,370.95	\$ 107,507.92	\$ 421,629.05				

04/29/15
11:52:56

Fiscal Year: 2015
Fiscal Month Range:9-9

Revenue Statement
Period Ending: March 31, 2015

10 GENERAL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	944,000.00	14,912.43	938,347.41	5,652.59	99.40
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	406.93	892.63	607.37	59.50
LOCAL SALES TAX	10-00-3065-100	345,000.00	35,958.80	222,121.42	122,878.58	64.38
PAYMENT IN LIEU OF TAXES	10-00-3070-100	1,000.00	0.00	2,000.00	-1,000.00	200.00
PY DMV TAXES	10-00-3104-100	200.00	0.00	0.00	200.00	0.00
CY DMV TAXES	10-00-3194-100	16,000.00	479.67	1,702.96	14,297.04	10.64
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	23,317.04	40,738.89	14,261.11	74.07
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	4,440.92	-4,440.92	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	237.34	262.66	47.46
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	0.00	2,000.00	0.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,247.44	752.56	74.91
GRANT PROCEEDS - FEDERAL	10-10-3310-300	744,000.00	0.00	0.00	744,000.00	0.00
POWELL BILL	10-20-3325-300	39,000.00	0.00	39,442.31	-442.31	101.13
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	18,650.99	-18,650.99	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	500.00	0.00	15.00	485.00	3.00
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	4,089.00	22,637.63	22,362.37	50.30
SANITATION FEES	10-10-3435-400	10,000.00	80.00	4,170.93	5,829.07	41.70
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	41,075.00	8,925.00	82.15
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	89.84	559.73	1,940.27	22.38
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	16.37	142.91	357.09	28.58
MISC REVENUE	10-00-3815-800	1,000.00	0.00	768.28	231.72	76.82
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
SPECIAL ASSESSMENTS - STREETS	10-10-3832-630	70,000.00	0.00	0.00	70,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	365,000.00	0.00	0.00	365,000.00	0.00
INTERFUND TRANS FROM WATER	10-00-3915-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		2,700,700.00	79,350.08	1,340,191.79	1,360,508.21	49.62

04/29/15
11:52:31
(D)

Fiscal Year: 2015
Fiscal Month Range: 9-9

Encumbrances & Expenditure Statement

Period Ending: March 31, 2015

Selected Department
(ALL) All Departments

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	45,000.00	6,337.00	37,987.90	0.00	7,012.10	84.41
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	340.00	0.00	160.00	68.00
ADVERTISING	10-00-4100-260	3,000.00	0.00	0.00	0.00	3,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	280.14	1,456.41	0.00	1,043.59	58.25
SALARY CONTINGENCY	10-00-4100-332	12,000.00	0.00	0.00	0.00	12,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	0.00	0.00	0.00	0.00	0.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-6,183.00	0.00	-4,637.49	0.00	-1,545.51	75.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	447.06	0.00	52.94	89.41
INTER-FUND TRANS TO WA	10-00-4100-570	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	6,617.14	40,868.76	0.00	27,048.24	60.17

04/29/15

Fiscal Year: 2015

Encumbrances & Expenditure Statement

11:52:31

Fiscal Month Range:9-9

Period Ending: March 31, 2015

(ALL) All Departments

(D)

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	176,700.00	13,385.98	132,418.38	0.00	44,281.62	74.94
FICA EXPENSE	10-00-4200-050	13,600.00	1,031.65	9,691.62	0.00	3,908.38	71.26
GROUP INSURANCE	10-00-4200-060	21,300.00	1,815.24	18,244.03	0.00	3,055.97	85.65
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	1,627.78	14,952.81	0.00	6,447.19	69.87
POSTAGE	10-00-4200-100	2,000.00	0.00	1,658.63	0.00	341.37	82.93
TELEPHONE	10-00-4200-110	3,400.00	866.21	3,221.07	0.00	178.93	94.73
TRAVEL & TRAINING	10-00-4200-140	4,500.00	590.89	1,803.13	0.00	2,696.87	40.07
M & R EQUIPMENT	10-00-4200-160	20,500.00	620.00	20,407.40	0.00	92.60	99.54
ADVERTISING	10-00-4200-260	1,800.00	61.29	1,297.33	0.00	502.67	72.07
OFFICE EXPENSE	10-00-4200-320	3,000.00	128.31	2,548.86	0.00	451.14	84.96
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	240.70	2,466.00	0.00	534.00	82.20
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	118.54	876.19	0.00	323.81	73.01
CONTRACT SERVICES	10-00-4200-450	19,500.00	236.98	17,504.86	0.00	1,995.14	89.76
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	0.00	-19,656.78	0.00	-6,552.22	75.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,002.28	0.00	97.72	96.84
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	50.00	0.00	450.00	10.00
CAPITAL OUTLAY	10-00-4200-730	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		279,291.00	20,723.57	210,485.81	0.00	68,805.19	75.36

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Encumbrances & Expenditure Statement

Period Ending: March 31, 2015

10 GENERAL FUND

(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	4,200.00	128.48	2,603.38	0.00	1,596.62	61.98
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	200.00	1,594.75	0.00	1,205.25	56.95
M & R EQUIPMENT	10-00-5000-160	5,600.00	195.00	3,593.29	0.00	2,006.71	64.16
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-6,451.00	0.00	-4,838.49	0.00	-1,612.51	75.00
INSURANCE	10-00-5000-540	44,500.00	0.00	41,975.34	0.00	2,524.66	94.32
CAPITAL OUTLAY	10-00-5000-730	175,200.00	0.00	143,154.00	0.00	32,046.00	81.70
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	523.48	188,082.27	0.00	37,966.73	83.20

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Encumbrances & Expenditure Statement

Period Ending: March 31, 2015

10 GENERAL FUND

(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	220,500.00	16,815.26	170,801.27	0.00	49,698.73	77.46
FICA EXPENSE	10-10-5100-050	16,900.00	1,278.07	12,344.04	0.00	4,555.96	73.04
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	29,808.78	0.00	5,691.22	83.96
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	2,012.42	18,465.53	0.00	8,634.47	68.13
TELEPHONE	10-10-5100-110	1,800.00	411.48	1,678.02	0.00	121.98	93.22
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	3,800.00	0.00	2,041.59	0.00	1,758.41	53.72
M & R AUTO	10-10-5100-170	4,000.00	351.95	2,481.02	0.00	1,518.98	62.02
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	537.48	6,725.61	0.00	8,774.39	43.39
MEDICAL CERTIFICATION	10-10-5100-320	600.00	0.00	0.00	0.00	600.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,000.00	90.00	1,966.28	0.00	33.72	98.31
UNIFORMS	10-10-5100-360	1,500.00	0.00	635.39	0.00	864.61	42.35
DUES & SUBSCRIPTIONS	10-10-5100-530	400.00	0.00	176.00	0.00	224.00	44.00
CAPITAL OUTLAY	10-10-5100-730	34,000.00	0.00	0.00	0.00	34,000.00	0.00
DISPATCHER SERVICES	10-10-5100-760	18,800.00	4,450.00	13,350.00	0.00	5,450.00	71.01
TOTAL DEPT: (5100) POLICE		382,900.00	28,890.26	260,473.53	0.00	122,426.47	68.02

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Encumbrances & Expenditure Statement
 Period Ending: March 31, 2015
10 GENERAL FUND

(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	46,400.00	3,522.46	34,765.06	0.00	11,634.94	74.92
FICA EXPENSE	10-10-5400-050	3,600.00	269.47	2,524.98	0.00	1,075.02	70.13
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	5,966.94	0.00	1,133.06	84.04
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	425.15	3,895.48	0.00	1,704.52	69.56
TELEPHONE	10-10-5400-110	700.00	144.13	650.49	0.00	49.51	92.92
TRAVEL & TRAINING	10-10-5400-140	2,500.00	125.00	2,314.93	0.00	185.07	92.59
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	33.23	125.94	0.00	374.06	25.18
AUTO SUPPLIES	10-10-5400-310	800.00	48.92	542.57	0.00	257.43	67.82
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	237.97	801.32	0.00	498.68	61.64
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	50.00	400.00	0.00	850.00	32.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	165.00	615.00	0.00	85.00	87.85
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	5,610.05	52,602.71	0.00	23,297.29	69.30

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Encumbrances & Expenditure Statement

Period Ending: March 31, 2015

(ALL) All Departments

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	52,700.00	3,937.64	39,679.67	0.00	13,020.33	75.29
FICA EXPENSE	10-20-5550-050	4,100.00	301.23	2,885.14	0.00	1,214.86	70.36
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	5,979.15	0.00	1,120.85	84.21
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	475.28	4,453.32	0.00	1,946.68	69.58
TELEPHONE	10-20-5550-110	700.00	61.29	527.53	0.00	172.47	75.36
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	67.03	0.00	432.97	13.40
AUTO SUPPLIES	10-20-5550-310	3,000.00	285.21	2,255.59	0.00	744.41	75.18
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	45.00	231.15	0.00	1,768.85	11.55
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-7,915.00	0.00	-5,936.22	0.00	-1,978.78	75.00
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	5,694.37	50,142.36	0.00	23,642.64	67.95

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10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	105,400.00	8,421.15	78,999.91	0.00	26,400.09	74.95
FICA EXPENSE	10-20-5600-050	8,100.00	644.22	5,860.60	0.00	2,239.40	72.35
GROUP INSURANCE	10-20-5600-060	21,300.00	1,766.16	17,893.35	0.00	3,406.65	84.00
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	1,016.40	9,127.22	0.00	3,572.78	71.86
UTILITIES	10-20-5600-130	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & TRAINING	10-20-5600-140	500.00	0.00	48.98	0.00	451.02	9.79
M & R EQUIPMENT	10-20-5600-160	2,000.00	14.57	675.52	0.00	1,324.48	33.77
M & R TRUCKS	10-20-5600-170	3,500.00	797.44	3,319.97	0.00	180.03	94.85
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	2,781.45	6,010.60	0.00	1,989.40	75.13
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	323.54	1,638.38	0.00	3,861.62	29.78
UNIFORMS	10-20-5600-360	2,000.00	107.97	404.51	0.00	1,595.49	20.22
CONTRACT SERVICE	10-20-5600-450	16,000.00	0.00	1,815.00	0.00	14,185.00	11.34
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	0.00	-12,446.07	0.00	-4,148.93	74.99
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	-19,351.48	268,533.51	0.00	984,466.49	21.43
STREET LIGHTING	10-20-5600-740	23,500.00	1,980.16	17,329.86	0.00	6,170.14	73.74
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	-1,498.42	400,188.43	0.00	1,046,716.57	27.65

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Encumbrances & Expenditure Statement

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(D)

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	2,245.85	0.00	1,754.15	56.14
SIGNS/PAINTING	10-20-5700-755	4,500.00	0.00	174.64	0.00	4,325.36	3.88
PATCHING	10-20-5700-760	4,000.00	0.00	1,905.05	0.00	2,094.95	47.62
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	1,081.60	1,274.20	0.00	725.80	63.71
TOTAL DEPT: (5700) POWELL BILL		43,500.00	1,081.60	5,599.74	0.00	37,900.26	12.87

TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: March 31, 2015
10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	32,200.00	2,421.02	24,174.40	0.00	8,025.60	75.07
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,278.00	11,082.00	0.00	3,918.00	73.88
FICA EXPENSE	10-30-5800-050	2,500.00	185.20	1,756.75	0.00	743.25	70.27
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	5,934.54	0.00	2,065.46	74.18
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	292.22	2,711.29	0.00	1,188.71	69.52
TELEPHONE	10-30-5800-110	700.00	144.13	610.38	0.00	89.62	87.19
UTILITIES	10-30-5800-130	500.00	37.77	356.31	0.00	143.69	71.26
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	0.00	1,133.52	0.00	366.48	75.56
AUTO SUPPLIES	10-30-5800-310	5,000.00	-2,065.81	3,143.27	0.00	1,856.73	62.86
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	224.00	275.50	0.00	724.50	27.55
UNIFORMS	10-30-5800-360	500.00	0.00	0.00	0.00	500.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	18,000.00	1,576.08	15,655.08	0.00	2,344.92	86.97
TOTAL DEPT: (5800) SANITATION		89,200.00	4,681.33	66,833.04	0.00	22,366.96	74.92

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Encumbrances & Expenditure Statement

(ALL) All Departments

Period Ending: March 31, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
INDIRECT COST ALLOCATI	10-30-5800-480	-5,247.00	0.00	-3,934.95	0.00	-1,312.05	74.99
TOTAL DEPT: (00000)		-5,247.00	0.00	-3,934.95	0.00	-1,312.05	74.99

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TOWN OF MONTREAL
Encumbrances & Expenditure Statement
Period Ending: March 31, 2015
10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
TIPPING FEES	10-30-5800-550	12,000.00	306.59	6,495.02	0.00	5,504.98	54.12
TOTAL DEPT: (5800) SANITATION		12,000.00	306.59	6,495.02	0.00	5,504.98	54.12

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Encumbrances & Expenditure Statement

(ALL) All Departments

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Period Ending: March 31, 2015

(D)

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	71.88	90.05	0.00	909.95	9.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		8,500.00	71.88	90.05	0.00	8,409.95	1.05
TOTAL FUND: (10) GENERAL FUND		2,700,700.00	72,701.85	1,277,926.77	0.00	1,422,773.23	47.31

TOWN OF MONTREAT
Revenue Statement
Period Ending: March 31, 2015
30 WATER FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	3,086.92	24,577.56	-4,577.56	122.88
WATER SALES	30-91-3500-500	140,000.00	5,076.19	90,548.07	49,451.93	64.67
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,670.00	122,855.16	42,144.84	74.45
BILLING FEE REVENUE	30-91-3500-800	0.00	89.95	806.05	-806.05	0.00
WATER TAPS	30-91-3505-500	2,000.00	0.00	950.00	1,050.00	47.50
WATER TRANSFER FEES	30-91-3505-700	2,000.00	25.00	525.00	1,475.00	26.25
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	125,000.00	0.00	0.00	125,000.00	0.00
FEMA PW00143	30-91-3741-013	81,000.00	0.00	0.00	81,000.00	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	6.41	55.99	444.01	11.19
MISC REVENUE	30-91-3810-800	1,500.00	0.00	0.00	1,500.00	0.00
LATE FEES	30-91-3815-800	2,000.00	170.81	1,710.46	289.54	85.52
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-0.67	-15.51	15.51	0.00
INTER-FUND TRANS FROM GENERAL	30-91-3900-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		539,000.00	22,124.61	242,012.78	296,987.22	44.90
TOTAL REVENUE:		3,239,700.00	101,474.69	1,582,204.57	1,657,495.43	48.83%

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Encumbrances & Expenditure Statement

Period Ending: March 31, 2015

30 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	4,000.00	463.00	4,406.00	0.00	-406.00	110.15
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	2,500.00	199.21	1,776.68	0.00	723.32	71.06
TELEPHONE	30-91-8100-110	2,000.00	378.33	1,644.90	0.00	355.10	82.24
UTILITIES	30-91-8100-130	30,000.00	3,253.39	21,000.77	0.00	8,999.23	70.00
TRAVEL & TRAINING	30-91-8100-140	1,000.00	0.00	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	20,000.00	487.52	18,613.00	0.00	1,387.00	93.06
M & R EQUIPMENT	30-91-8100-160	5,000.00	0.00	1,233.60	0.00	3,766.40	24.67
AUTO SUPPLIES	30-91-8100-310	5,000.00	0.00	1,446.10	0.00	3,553.90	28.92
DEPARTMENT SUPPLIES	30-91-8100-330	2,000.00	47.85	1,896.33	0.00	103.67	94.81
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	0.00	51,450.00	0.00	17,150.00	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	0.00	1,240.00	0.00	1,060.00	53.91
CAPITAL OUTLAY	30-91-8100-730	310,500.00	6,525.90	9,869.80	0.00	300,630.20	3.17
DEBT PAYMENT	30-91-8100-900	85,600.00	0.00	2,618.13	0.00	82,981.87	3.05
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	11,355.20	117,370.95	0.00	421,629.05	21.77
TOTAL FUND: (30) WATER FUND		539,000.00	11,355.20	117,370.95	0.00	421,629.05	21.77
TOTAL EXPENDITURES		3,239,700.00	84,057.05	1,395,297.72	0.00	1,844,402.28	43.06

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Revenue Statement
Period Ending: April 30, 2015
10 GENERAL FUND

(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	944,000.00	0.00	938,347.41	5,652.59	99.40
TAX INTEREST & PENALTIES	10-00-3050-100	1,500.00	0.00	892.63	607.37	59.50
LOCAL SALES TAX	10-00-3065-100	345,000.00	0.00	222,121.42	122,878.58	64.38
PAYMENT IN LIEU OF TAXES	10-00-3070-100	1,000.00	0.00	2,000.00	-1,000.00	200.00
PY DMV TAXES	10-00-3104-100	200.00	0.00	0.00	200.00	0.00
CY DMV TAXES	10-00-3194-100	16,000.00	0.00	1,702.96	14,297.04	10.64
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	40,738.89	14,261.11	74.07
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	4,440.92	-4,440.92	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	237.34	262.66	47.46
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	0.00	2,000.00	0.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,247.44	752.56	74.91
GRANT PROCEEDS - FEDERAL	10-10-3310-300	744,000.00	0.00	0.00	744,000.00	0.00
POWELL BILL	10-20-3325-300	39,000.00	0.00	39,442.31	-442.31	101.13
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	18,650.99	-18,650.99	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	500.00	0.00	15.00	485.00	3.00
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	700.00	23,337.63	21,662.37	51.86
SANITATION FEES	10-10-3435-400	10,000.00	0.00	4,170.93	5,829.07	41.70
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	41,075.00	8,925.00	82.15
INTEREST ON INVESTMENTS	10-00-3800-800	2,500.00	0.00	559.73	1,940.27	22.38
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	500.00	0.00	142.91	357.09	28.58
MISC REVENUE	10-00-3815-800	1,000.00	0.00	768.28	231.72	76.82
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
SPECIAL ASSESSMENTS - STREETS	10-10-3832-630	70,000.00	0.00	0.00	70,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	365,000.00	0.00	0.00	365,000.00	0.00
INTERFUND TRANS FROM WATER	10-00-3915-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		2,700,700.00	700.00	1,340,891.79	1,359,808.21	49.64

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Selected Department
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	45,000.00	6,795.00	44,782.90	0.00	217.10	99.51
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	690.00	0.00	340.00	0.00	350.00	49.27
ADVERTISING	10-00-4100-260	3,000.00	0.00	0.00	0.00	3,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,310.00	103.76	1,560.17	0.00	749.83	67.54
SALARY CONTINGENCY	10-00-4100-332	12,000.00	0.00	0.00	0.00	12,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	0.00	0.00	0.00	0.00	0.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-6,183.00	-382.00	-5,019.49	0.00	-1,163.51	81.18
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	447.06	0.00	52.94	89.41
INTER-FUND TRANS TO WA	10-00-4100-570	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (4100) GOVERNING BODY		67,917.00	6,516.76	47,385.52	0.00	20,531.48	69.76

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	176,700.00	13,661.35	146,079.73	0.00	30,620.27	82.67
FICA EXPENSE	10-00-4200-050	13,600.00	1,052.71	10,744.33	0.00	2,855.67	79.00
GROUP INSURANCE	10-00-4200-060	21,300.00	1,815.24	20,059.27	0.00	1,240.73	94.17
RETIREMENT EXPENSE	10-00-4200-070	21,400.00	1,661.02	16,613.83	0.00	4,786.17	77.63
POSTAGE	10-00-4200-100	2,000.00	220.00	1,878.63	0.00	121.37	93.93
TELEPHONE	10-00-4200-110	4,000.00	269.36	3,490.43	0.00	509.57	87.26
TRAVEL & TRAINING	10-00-4200-140	3,400.00	177.00	1,980.13	0.00	1,419.87	58.23
M & R EQUIPMENT	10-00-4200-160	21,000.00	555.00	20,962.40	0.00	37.60	99.82
ADVERTISING	10-00-4200-260	1,800.00	0.00	1,297.33	0.00	502.67	72.07
OFFICE EXPENSE	10-00-4200-320	3,000.00	0.00	2,548.86	0.00	451.14	84.96
OFFICE EQUIPMENT	10-00-4200-330	3,000.00	0.00	2,466.00	0.00	534.00	82.20
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	0.00	876.19	0.00	323.81	73.01
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	17,504.86	0.00	1,995.14	89.76
INDIRECT COST ALLOCATI	10-00-4200-480	-26,209.00	-1,629.00	-21,285.78	0.00	-4,923.22	81.21
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,002.28	0.00	97.72	96.84
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	50.00	0.00	450.00	10.00
CAPITAL OUTLAY	10-00-4200-730	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		279,291.00	17,782.68	228,268.49	0.00	51,022.51	81.73

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2015
10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	4,200.00	122.95	2,726.33	0.00	1,473.67	64.91
M & R BUILDINGS & GROU	10-00-5000-150	2,800.00	100.00	1,694.75	0.00	1,105.25	60.52
M & R EQUIPMENT	10-00-5000-160	5,600.00	539.00	4,132.29	0.00	1,467.71	73.79
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-6,451.00	-401.00	-5,239.49	0.00	-1,211.51	81.22
INSURANCE	10-00-5000-540	44,500.00	57.77	42,033.11	0.00	2,466.89	94.45
CAPITAL OUTLAY	10-00-5000-730	175,200.00	1,770.00	144,924.00	0.00	30,276.00	82.71
TOTAL DEPT: (5000) PUBLIC BUILDINGS		226,049.00	2,188.72	190,270.99	0.00	35,778.01	84.17

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	220,500.00	17,511.32	188,312.59	0.00	32,187.41	85.40
FICA EXPENSE	10-10-5100-050	16,900.00	1,331.29	13,675.33	0.00	3,224.67	80.91
GROUP INSURANCE	10-10-5100-060	35,500.00	2,943.60	32,752.38	0.00	2,747.62	92.26
RETIREMENT EXPENSE	10-10-5100-070	27,100.00	2,012.41	20,477.94	0.00	6,622.06	75.56
TELEPHONE	10-10-5100-110	1,800.00	117.18	1,795.20	0.00	4.80	99.73
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	3,800.00	0.00	2,041.59	0.00	1,758.41	53.72
M & R AUTO	10-10-5100-170	4,000.00	0.00	2,481.02	0.00	1,518.98	62.02
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,500.00	535.90	7,261.51	0.00	8,238.49	46.84
MEDICAL CERTIFICATION	10-10-5100-320	600.00	0.00	0.00	0.00	600.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,000.00	0.00	1,966.28	0.00	33.72	98.31
UNIFORMS	10-10-5100-360	1,500.00	0.00	635.39	0.00	864.61	42.35
DUES & SUBSCRIPTIONS	10-10-5100-530	400.00	0.00	176.00	0.00	224.00	44.00
CAPITAL OUTLAY	10-10-5100-730	34,000.00	28,364.00	28,364.00	0.00	5,636.00	83.42
DISPATCHER SERVICES	10-10-5100-760	18,800.00	0.00	13,350.00	0.00	5,450.00	71.01
TOTAL DEPT: (5100) POLICE		382,900.00	52,815.70	313,289.23	0.00	69,610.77	81.82

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	46,400.00	3,522.46	38,287.52	0.00	8,112.48	82.51
FICA EXPENSE	10-10-5400-050	3,600.00	269.48	2,794.46	0.00	805.54	77.62
GROUP INSURANCE	10-10-5400-060	7,100.00	588.72	6,555.66	0.00	544.34	92.33
RETIREMENT EXPENSE	10-10-5400-070	5,600.00	425.16	4,320.64	0.00	1,279.36	77.15
TELEPHONE	10-10-5400-110	700.00	0.00	650.49	0.00	49.51	92.92
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,314.93	0.00	185.07	92.59
M & R EQUIPMENT	10-10-5400-160	4,700.00	3,918.00	3,918.00	0.00	782.00	83.36
M&R AUTO	10-10-5400-170	500.00	0.00	125.94	0.00	374.06	25.18
AUTO SUPPLIES	10-10-5400-310	800.00	32.38	574.95	0.00	225.05	71.86
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	0.00	801.32	0.00	498.68	61.64
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	400.00	0.00	850.00	32.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	615.00	0.00	85.00	87.85
TOTAL DEPT: (5400) BUILDING & ZONING		75,900.00	8,756.20	61,358.91	0.00	14,541.09	80.84

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	52,700.00	3,937.64	43,617.31	0.00	9,082.69	82.76
FICA EXPENSE	10-20-5550-050	4,100.00	301.23	3,186.37	0.00	913.63	77.71
GROUP HEALTH INSURANCE	10-20-5550-060	7,100.00	588.72	6,567.87	0.00	532.13	92.50
RETIREMENT EXPENSE	10-20-5550-070	6,400.00	475.28	4,928.60	0.00	1,471.40	77.00
TELEPHONE	10-20-5550-110	700.00	0.00	527.53	0.00	172.47	75.36
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	67.03	0.00	432.97	13.40
AUTO SUPPLIES	10-20-5550-310	3,000.00	88.00	2,343.59	0.00	656.41	78.12
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	231.15	0.00	1,768.85	11.55
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-7,915.00	-492.00	-6,428.22	0.00	-1,486.78	81.21
TOTAL DEPT: (5550) PUBLIC WORKS		73,785.00	4,898.87	55,041.23	0.00	18,743.77	74.59

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Encumbrances & Expenditure Statement
 Period Ending: April 30, 2015
10 GENERAL FUND

Selected Department
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	105,400.00	8,421.15	87,421.06	0.00	17,978.94	82.94
FICA EXPENSE	10-20-5600-050	8,100.00	644.23	6,504.83	0.00	1,595.17	80.30
GROUP INSURANCE	10-20-5600-060	21,300.00	1,766.16	19,659.51	0.00	1,640.49	92.29
RETIREMENT EXPENSE	10-20-5600-070	12,700.00	1,016.43	10,143.65	0.00	2,556.35	79.87
UTILITIES	10-20-5600-130	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & TRAINING	10-20-5600-140	500.00	0.00	48.98	0.00	451.02	9.79
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	675.52	0.00	1,324.48	33.77
M & R TRUCKS	10-20-5600-170	3,500.00	94.42	3,414.39	0.00	85.61	97.55
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	225.76	6,236.36	0.00	1,763.64	77.95
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	0.00	1,638.38	0.00	3,861.62	29.78
UNIFORMS	10-20-5600-360	2,000.00	0.00	404.51	0.00	1,595.49	20.22
CONTRACT SERVICE	10-20-5600-450	16,000.00	225.00	2,040.00	0.00	13,960.00	12.75
INDIRECT COST ALLOCATI	10-20-5600-480	-16,595.00	-1,031.00	-13,477.07	0.00	-3,117.93	81.21
CAPITAL OUTLAY	10-20-5600-730	1,253,000.00	1,933.71	270,467.22	0.00	982,532.78	21.58
STREET LIGHTING	10-20-5600-740	23,500.00	1,889.03	19,218.89	0.00	4,281.11	81.78
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	977.09	0.00	1,022.91	48.85
TOTAL DEPT: (5600) STREET DEPARTMENT		1,446,905.00	15,184.89	415,373.32	0.00	1,031,531.68	28.70

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	2,245.85	0.00	1,754.15	56.14
SIGNS/PAINTING	10-20-5700-755	4,500.00	14.97	189.61	2,148.00	2,162.39	51.94
PATCHING	10-20-5700-760	4,000.00	0.00	1,905.05	0.00	2,094.95	47.62
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	1,274.20	0.00	725.80	63.71
TOTAL DEPT: (5700) POWELL BILL		43,500.00	14.97	5,614.71	2,148.00	35,737.29	17.84

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Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	32,200.00	2,421.02	26,595.42	0.00	5,604.58	82.59
CONTRACT SERVICES	10-30-5800-040	15,000.00	828.00	11,910.00	0.00	3,090.00	79.40
FICA EXPENSE	10-30-5800-050	2,500.00	185.22	1,941.97	0.00	558.03	77.67
GROUP HEALTH INSURANCE	10-30-5800-060	8,000.00	588.72	6,523.26	0.00	1,476.74	81.54
RETIREMENT - LOCAL GOV	10-30-5800-070	3,900.00	292.22	3,003.51	0.00	896.49	77.01
TELEPHONE	10-30-5800-110	700.00	0.00	610.38	0.00	89.62	87.19
UTILITIES	10-30-5800-130	500.00	38.42	394.73	0.00	105.27	78.94
M & R EQUIPMENT	10-30-5800-160	400.00	7.99	7.99	0.00	392.01	1.99
M & R - TRUCKS	10-30-5800-170	1,500.00	14.99	1,148.51	0.00	351.49	76.56
AUTO SUPPLIES	10-30-5800-310	5,000.00	442.65	3,585.92	0.00	1,414.08	71.71
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	0.00	275.50	0.00	724.50	27.55
UNIFORMS	10-30-5800-360	500.00	0.00	0.00	0.00	500.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	18,000.00	1,127.29	16,782.37	0.00	1,217.63	93.23
TOTAL DEPT: (5800) SANITATION		89,200.00	5,946.52	72,779.56	0.00	16,420.44	81.59

05/11/15 Fiscal Year: 2015
 16:19:25 Fiscal Month Range: 10-10
 (D)

Encumbrances & Expenditure Statement
 Period Ending: April 30, 2015
10 GENERAL FUND

(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
INDIRECT COST ALLOCATI	10-30-5800-480	-5,247.00	3,935.00	0.05	0.00	-5,247.05	-0.00
TOTAL DEPT: (00000)		-5,247.00	3,935.00	0.05	0.00	-5,247.05	-0.00

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(D)

Fiscal Year: 2015
Fiscal Month Range: 10-10

Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Selected Department: (ALL) All Departments
Page 11

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
TIPPING FEES	10-30-5800-550	12,000.00	377.11	6,872.13	0.00	5,127.87	57.26
TOTAL DEPT: (5800) SANITATION		12,000.00	377.11	6,872.13	0.00	5,127.87	57.26

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(D)

Fiscal Year: 2015
Fiscal Month Range: 10-10

Encumbrances & Expenditure Statement

Period Ending: April 30, 2015

10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	0.00	90.05	0.00	909.95	9.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		8,500.00	0.00	90.05	0.00	8,409.95	1.05
TOTAL FUND: (10) GENERAL FUND		2,700,700.00	118,417.42	1,396,344.19	2,148.00	1,302,207.81	51.78

05/11/15
16:19:37

Fiscal Year: 2015
Fiscal Month Range: 10-10

TOWN OF MONTREAL
Revenue Statement
Period Ending: April 30, 2015
30 WATER FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	24,577.56	-4,577.56	122.88
WATER SALES	30-91-3500-500	140,000.00	8,547.19	99,095.26	40,904.74	70.78
WATER ACCESS FEES	30-91-3500-600	165,000.00	13,656.00	136,511.16	28,488.84	82.73
BILLING FEE REVENUE	30-91-3500-800	0.00	89.60	895.65	-895.65	0.00
WATER TAPS	30-91-3505-500	2,000.00	0.00	950.00	1,050.00	47.50
WATER TRANSFER FEES	30-91-3505-700	2,000.00	0.00	525.00	1,475.00	26.25
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	125,000.00	0.00	0.00	125,000.00	0.00
FEMA PW00143	30-91-3741-013	81,000.00	0.00	0.00	81,000.00	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	55.99	444.01	11.19
MISC REVENUE	30-91-3810-800	1,500.00	0.00	0.00	1,500.00	0.00
LATE FEES	30-91-3815-800	2,000.00	230.59	1,941.05	58.95	97.05
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-15.51	15.51	0.00
INTER-FUND TRANS FROM GENERAL	30-91-3900-900	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE:		539,000.00	22,523.38	264,536.16	274,463.84	49.07
TOTAL REVENUE:		3,239,700.00	23,223.38	1,605,427.95	1,634,272.05	49.55%

05/11/15 Fiscal Year: 2015
 16:19:25 Fiscal Month Range: 10-10
 (D)

TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2015
30 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,200.00	3,420.00	7,826.00	0.00	374.00	95.43
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	2,500.00	197.48	1,974.16	0.00	525.84	78.96
TELEPHONE	30-91-8100-110	2,000.00	117.18	1,762.08	0.00	237.92	88.10
UTILITIES	30-91-8100-130	30,000.00	2,494.09	23,494.86	0.00	6,505.14	78.31
TRAVEL & TRAINING	30-91-8100-140	1,000.00	0.00	175.64	0.00	824.36	17.56
M & R WELLS	30-91-8100-150	23,000.00	1,511.65	20,124.65	0.00	2,875.35	87.49
M & R EQUIPMENT	30-91-8100-160	5,000.00	3,724.09	4,957.69	0.00	42.31	99.15
AUTO SUPPLIES	30-91-8100-310	5,000.00	0.00	1,446.10	0.00	3,553.90	28.92
DEPARTMENT SUPPLIES	30-91-8100-330	2,200.00	50.65	1,946.98	0.00	253.02	88.49
INDIRECT COST ALLOCATI	30-91-8100-480	68,600.00	0.00	51,450.00	0.00	17,150.00	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,300.00	0.00	1,240.00	0.00	1,060.00	53.91
CAPITAL OUTLAY	30-91-8100-730	303,100.00	7,510.15	17,379.95	0.00	285,720.05	5.73
DEBT PAYMENT	30-91-8100-900	85,600.00	29,140.28	31,758.41	0.00	53,841.59	37.10
TOTAL DEPT: (8100) WATER DEPARTMENT		539,000.00	48,165.57	165,536.52	0.00	373,463.48	30.71
TOTAL FUND: (30) WATER FUND		539,000.00	48,165.57	165,536.52	0.00	373,463.48	30.71
TOTAL EXPENDITURES		3,239,700.00	166,582.99	1,561,880.71	2,148.00	1,675,671.29	48.27

Town of Montreat			Cash & Investments Report			As of	April 30, 2015	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 234,567.21	\$ 234,567.21			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 6,588.22	\$ 6,588.22			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 192,768.35		\$ 192,768.35		0.10%	\$ 15.84
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,075.70			\$ 58,075.70	0.10%	\$ 4.78
Avl Sav Bank	MMkt Acct xxx1204		\$ 860,556.79		\$ 860,556.79		0.11%	\$ 79.60
Avl Sav Bank	Subtotal		\$ 1,352,556.27					
BB&T	MMkt Act - General Fund		\$ 449,741.04		\$ 449,741.04		0.01%	\$ 3.70
BB&T	MMkt Act - Water Fund		\$ 157,389.70			\$ 157,389.70	0.01%	\$ 1.29
BB&T	Subtotal		\$ 607,130.74					
NCCMT	Investment - General Fund		\$ 6,424.36		\$ 6,424.36		0.03%	\$ 0.17
NCCMT	Investment - Water Fund		\$ 6,709.21			\$ 6,709.21	0.03%	\$ 0.18
NCCMT	Subtotal		\$ 13,133.57					
All Accts	Subtotal		\$ 1,972,820.58	\$ 241,155.43	\$ 1,509,490.54	\$ 222,174.61	0.06%	\$ 105.56
All Accts	Fiscal Year to Date		\$ 1,860,898.43				0.06%	\$ 871.60
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/23/2015	\$ 54,310.97		\$ 54,310.97		0.15%	\$ 21.20
Avl Sav Bank	CD x5119	11/11/2015	\$ 10,322.47		\$ 10,322.47		0.15%	\$ 4.03
			\$ 64,633.44					\$ 25.23
All Accts	Total		\$ 2,037,454.02					\$ 130.79
All Accts	Fiscal Year to Date		\$ 1,952,941.61				0.06%	\$ 1,022.98
			(average)				(average)	

**Town of Montreat
April 2015 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Burdett	Bruce	238 Texas Spur Road	*N/A	5051	3/31/2015	Engineered Segmental Gravity Wall
Groves	Winfred	162 Oak Lane	N/A	5052	4/6/2015	LP Gas Line
Currie	John	Louisiana Road	N/A	5053	4/10/2015	Residential Grading
Wynne	Robert	221 North Carolina Terrace	N/A	5054	4/14/2015	Plumbing - Replace Water Line
Browne	Dale	101 Shenandoah Terrace	4/23/2015	5055	4/23/2015	Residential - Deck Addition
Edwards	Nancy	114 Kanawha Drive	4/24/2015	5056	4/24/2015	Residential - Deck Additions
Burdett	Bruce	238 Texas Spur Road	N/A	5057	4/27/2015	Plumbing - Replace Sewer Line

* Administrative Approval and Agreement for Construction on Street R.O.W.

ZONING ACTIVITY

Zoning Permit Applications: 2
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None

BUILDING INSPECTIONS

Building Permit Applications: 8
Building Inspections Requested: 29
Re-inspections Requested/Required: 2
Fire Inspections Requested/Required: 1
Fire Permit Applications: None

Totals

Approved Zoning Permits: 2
Denied Zoning Permits: None
Pending Zoning Permits: None
Variance/Interpretation Granted: None
Conditional Use Permits Granted: None
Permit Extensions Granted: None
Sign Permits Issued: None

Totals

Building Permits Issued: 6
Pending Building Permits: 2
Building Inspections Performed: 31
*Stop Work Order Issued: None
**Defective Building Posted: None
Denied Building Permits: None
Fire Inspections Performed: None
Fire Re-Inspections Performed: 1
Fire Permits Issued: None

Zoning Permits Report

Permits for 04/01/2015 to 04/30/2015

Report Date 05/01/2015

Permit: Z2008-0245	Issued: 04/23/2015	Expires: 10/20/2015	Property Owner: J DALE BROWNE
Applicant: EWING & MCCONNAUGHY, INC.:	Location: 101 SHENANDOAH TER		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: DECK ADDITION	Cost: 24000	ID: 100648-Z000259

Permit: Z2008-0246	Issued: 04/24/2015	Expires: 10/21/2015	Property Owner: NANCY CLAIRE EDWARDS
Applicant: RIDDLES FIX-ALL INC.	Location: 114 KANAWHA DR		Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: DECK ADDITIONS	Cost: 9600	ID: 100877-Z000260

Combo Basic Report

Permits for 04/01/2015 to 04/30/2015

Report Date 05/01/2015

Source: Mechanical Permit: U2012-5052 Date Issued: 04/06/2015 Permit Expires: 10/06/2015 ID:100691-M000206
Applicant: BLOSSMAN GAS OF NORTH Location: 162 OAK LN
Permit Type: GAS Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: WINFRED A GROVES PIN: 071076100500000

Source: Project Permit: U2012-5053 Date Issued: 04/10/2015 Permit Expires: 04/09/2016 ID:100728-J000056
Applicant: JOHN CURRIE Location: LOUISIANA RD
Permit Type: RESIDENTIAL GRADING Structure: NEW SF RESIDENCE Cost Est: 0
Property Owner: JOHN CURRIE PIN: 071076057300000

Source: Plumbing Permit: U2012-5054 Date Issued: 04/14/2015 Permit Expires: 10/14/2015 ID:100522-P000117
Applicant: FOUR SEASONS PLUMBING: ROSE Location: 221 NORTH CAROLINA TER
Permit Type: REPLACE WATER LINE Structure: EXISTING HOME Cost Est: 0
Property Owner: ROBERT W WYNNE III PIN: 071076834800000

Source: Building Permit: U2012-5055 Date Issued: 04/23/2015 Permit Expires: 10/23/2015 ID:100648-B000560
Applicant: EWING & MCCONNAUGHY, INC.: Location: 101 SHENANDOAH TER
Permit Type: DECK ADDITION Structure: EXISTING HOME Cost Est: 24000
Property Owner: J DALE BROWNE PIN: 071063699400000

Source: Building Permit: U2012-5056 Date Issued: 04/24/2015 Permit Expires: 10/24/2015 ID:100877-B000561
Applicant: RIDDLES FIX-ALL INC, Location: 114 KANAWHA DR
Permit Type: DECK ADDITION Structure: EXISTING HOME Cost Est: 9600
Property Owner: NANCY CLAIRE EDWARDS PIN: 071054540900000

Source: Plumbing Permit: U2012-5057 Date Issued: 04/27/2015 Permit Expires: 10/27/2015 ID:100889-P000118
Applicant: FOUR SEASONS PLUMBING: ROSE Location: 238 TEXAS SPUR RD
Permit Type: REPLACE SEWER LINE Structure: EXISTING HOME Cost Est: 0
Property Owner: N. BRUCE BURDETT PIN: 071085931200000

Fee Detail Subsort Report

Report for 04/01/2015 to 04/30/2015

Sorted by Permit Number

Report Date 05/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5052	04/06/2015	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Project	U2012-5053	04/10/2015	RESIDENTIAL	RES. GRADING		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Plumbing	U2012-5054	04/14/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	BUILDING		\$144.00	
Item Count	2				Fee Totals	\$244.00	
Building	U2012-5056	04/24/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5057	04/27/2015	REPLACE SEWER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	7				Fee Totals	\$769.00	

Fee Detail Subsort Report

Report for 04/01/2014 to 04/30/2014

Sorted by Permit Number

Report Date 05/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4931-M	04/11/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4952	04/01/2014	RES.	MECHANICAL		\$200.00	
Building	U2012-4952	04/01/2014	RES.	PERMIT		\$186.00	
Item Count	2				Fee Totals	\$386.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	PLUMBING		\$200.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	CERT OF OCC		\$60.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	ELECTRICAL		\$200.00	
Item Count	4				Fee Totals	\$760.00	
Building	U2012-4954	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-4955	04/04/2014	RES.	PERMIT		\$51.00	
Item Count	1				Fee Totals	\$51.00	
Building	U2012-4956	04/07/2014	RES.	PERMIT		\$288.00	
Building	U2012-4956	04/07/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4956	04/07/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4956	04/07/2014	RES.	HR FUND		\$10.00	
Building	U2012-4956	04/07/2014	RES.	ELECTRICAL		\$200.00	
Item Count	5				Fee Totals	\$798.00	
Mechanical	U2012-4957	04/08/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$200.00	
Building	U2012-4960	04/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4960	04/17/2014	RES.	PERMIT		\$132.00	
Item Count	2				Fee Totals	\$232.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	COMM. REPAIRS		\$380.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	ADJUSTMENT		\$-80.00	
Item Count	2				Fee Totals	\$300.00	
Mechanical	U2012-4962	04/30/2014	NEW	ELECTRICAL		\$200.00	
Mechanical	U2012-4962	04/30/2014	NEW	MECHANICAL		\$100.00	

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Fee Detail Subsort Report

Report for 04/01/2014 to 04/30/2014

Sorted by Permit Number

Report Date 05/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	2				Fee Totals	\$300.00	
Item Count	23				Fee Totals	\$3,377.00	

Fee Detail Subsort Report

Report for 04/01/2013 to 04/30/2013

Sorted by Permit Number

Report Date 05/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4767-A	04/24/2013	RES. REPAIRS	HR FUND		\$10.00	
Building	U2012-4767-A	04/24/2013	RES. REPAIRS	RES. REPAIRS		\$46.80	
Item Count	2				Fee Totals	\$56.80	
Building	U2012-4831	04/01/2013	COMM. REPAIRS	ADJUSTMENT		\$-100.00	
Building	U2012-4831	04/01/2013	COMM. REPAIRS	COMM. REPAIRS		\$600.00	
Item Count	2				Fee Totals	\$500.00	
Building	U2012-4833	04/10/2013	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Building	U2012-4834	04/10/2013	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Building	U2012-4835	04/17/2013	RES.	HR FUND		\$10.00	
Building	U2012-4835	04/17/2013	RES.	PERMIT		\$54.00	
Building	U2012-4835	04/17/2013	RES.	PLUMBING		\$100.00	
Building	U2012-4835	04/17/2013	RES.	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$264.00	
Building	U2012-4836	04/17/2013	COMM. REPAIRS	COMM. REPAIRS		\$880.00	
Building	U2012-4836	04/17/2013	COMM. REPAIRS	ADJUSTMENT		\$-105.75	
Item Count	2				Fee Totals	\$774.25	
Building	U2012-4837	04/22/2013	RES.	PERMIT		\$171.00	
Building	U2012-4837	04/22/2013	RES.	HR FUND		\$10.00	
Item Count	2				Fee Totals	\$181.00	
Building	U2012-4838	04/24/2013	RES.	HR FUND		\$10.00	
Building	U2012-4838	04/24/2013	RES.	PERMIT		\$48.00	
Item Count	2				Fee Totals	\$58.00	
Building	U2012-4839	04/24/2013	RES.	HR FUND		\$10.00	
Building	U2012-4839	04/24/2013	RES.	ELECTRICAL		\$100.00	
Building	U2012-4839	04/24/2013	RES.	PERMIT		\$53.40	
Item Count	3				Fee Totals	\$163.40	
Building	U2012-4840	04/24/2013	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-4841	04/29/2013	PLUMBING	PLUMBING (X2)		\$200.00	

Fee Detail Subsort Report

Report for 04/01/2013 to 04/30/2013

Sorted by Permit Number

Report Date 05/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$200.00
Electrical	U2012-4842	04/29/2013	ADD	ELECTRICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-4843	04/30/2013	RES. REPAIRS	RES. REPAIRS		\$48.00	
Item Count	1					Fee Totals	\$48.00
Building	U2012-4844	04/30/2013	RES. REPAIRS	RES. REPAIRS		\$50.00	
Building	U2012-4844	04/30/2013	RES. REPAIRS	PLUMBING		\$100.00	
Item Count	2					Fee Totals	\$150.00
Item Count	25					Fee Totals	\$3,195.45

Last Inspect Records

Report for 04/01/2015 to 04/30/2015

Report Date 05/01/2015

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-4985	242 TEXAS SPUR RD	JAMES BENJAMIN	RES.	SLAB PREP.	Building	04/01/2015	11:30 AM	FAILED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	ELECTRICAL R.I.	Building	04/02/2015	_2:15 PM	FAILED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	MECHANICAL R.I.	Building	04/02/2015	_2:30 PM	FAILED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	FRAMING	Building	04/02/2015	_2:45 PM	FAILED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	PLUMBING R.I.	Building	04/02/2015	_3:00 PM	FAILED	//	DEC
U2012-5032	402 SOUTH CAROLINA	LIVING STONE	COMM.	ELECTRICAL R.I.	Building	04/06/2015	_3:30 PM	FAILED	//	DEC
U2012-5048	308 TEXAS RD	MOUNTAIN	RES. REPAIRS	PARTIAL FRAMING	Building	04/06/2015	_4:30 PM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	ELEC. RE-INSPECT	Building	04/07/2015	11:30 AM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	FRMNG.	Building	04/07/2015	11:40 AM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	PLUMBING	Building	04/07/2015	11:50 AM	APPROVED	//	DEC
U2012-5034	287 NORTH CAROLINA	MOUNTAIN	RES.	ELECTRICAL R.I.	Building	04/08/2015	11:30 AM	*APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRE BARRIER	Building	04/08/2015	_4:30 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRE BARRIER	Building	04/09/2015	_1:00 PM	APPROVED	//	DEC
U2012-5016	599 GREYBEARD TRAIL	LOUISA HAY	SINGLE FAMILY	FND.	Building	04/10/2015	11:30 AM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	INSULATION	Building	04/10/2015	_2:30 PM	FAILED	//	DEC
U2012-5052	162 OAK LN	BLOSSMAN GAS	GAS	GAS-YARD LINE	Mechanical	04/10/2015	_3:00 PM	APPROVED	//	DEC
U2012-5034	287 NORTH CAROLINA	MOUNTAIN	RES.	INSULATION	Building	04/13/2015	_2:30 PM	APPROVED	//	DEC
U2012-5048	308 TEXAS RD	MOUNTAIN	RES. REPAIRS	PARTIAL FRAMING	Building	04/13/2015	_3:00 PM	APPROVED	//	DEC
U2012-5039	117 KANAWHA DR	DSH	RES.	SLAB PREP. INSP.	Building	04/13/2015	_4:30 PM	APPROVED	//	DEC
U2012-5015	337 CHAPMAN RD	EWING &	RES.	INSULATION	Building	04/14/2015	11:00 AM	APPROVED	//	DEC
U2012-5032	402 SOUTH CAROLINA	LIVING STONE	COMM.	CONDITIONAL	Building	04/14/2015	_1:00 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRE BARRIER	Building	04/15/2015	11:00 AM	*APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	GYPSUM CEILING	Building	04/15/2015	11:30 AM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRESTOP SEALING	Building	04/20/2015	_1:15 PM	*APPROVED	//	DEC
U2012-5041	310 TEXAS RD	DSH	RETAINING	RETAINING WALL	Building	04/21/2015	10:30 AM	FAILED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRE BARRIER	Building	04/21/2015	11:00 AM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	FIRESTOP SEALING	Building	04/28/2015	12:00 PM	APPROVED	//	DEC
U2012-5057	238 TEXAS SPUR RD	FOUR SEASONS	REPLACE SEWER	SEWER LINE	Plumbing	04/28/2015	_3:15 PM	APPROVED	//	DEC
U2012-4750	426 WEST VIRGINIA TER	JAMES LYERLY	RETAINING	STEEL	Building	04/28/2015	_3:30 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	PARTIAL	Building	04/30/2015	_2:00 PM	APPROVED	//	DEC
U2012-5041	310 TEXAS RD	DSH	RETAINING	RE-INSPECTION	Building	04/30/2015	_3:30 PM	APPROVED	//	DEC

Inspection Count 31

August 21, 2008 P&Z Meeting

Stormwater Ordinance revisions are first brought to P&Z Commission for consideration

**Town of Montreat Board of Commissioners
Town Council Meeting
September 11, 2008**

Mr. Currie announced that: “[P&Z] had begun their review of Stormwater Best Management Practices (BMPs) for lots smaller than one acre in size.”

November 20, 2008 P&Z Meeting

General Standards- Mr. Nalley pointed out that all built-upon area shall be at a minimum of 30 feet landward on all sides of any perennial or intermittent surface water as noted on either United States Department of Agriculture or United States Geologic Survey maps unless otherwise exempted. He explained that this was a standard buffer distance for lots greater than one acre and that the draft ordinance now applied the same conditions to smaller parcels. He advised that this requirement would impact a large number of lots within the Town, and said that Montreat College was helping staff to develop a map of those areas that would be presented to the Commission once it was completed. Mr. Nalley also noted that water quality BMPs may encroach into a required buffer or yard setback as long as the majority of existing vegetation was not disturbed. Mr. Herring asked that a definition of “Total Suspended Solids” be included in the ordinance. Mr. Nalley also said the reference in this section to a 1-year, 24-hour storm event for Montreat may need to instead refer to NOAA’s data for Black Mountain.

**Town Council Meeting
April 2, 2009**

Presentation to Council – Robert Hudspeth

Robert Hudspeth, Vice President of the Mountain Retreat Association’s Board of Directors, read from a prepared statement to the Board which stated that the MRA was concerned that if the proposed ordinance[s] were adopted in their current form, there would be a significant negative impact to the value of their remaining undeveloped lots and would place serious limitations on their ability to sell and develop those parcels. In his statement, Mr. Hudspeth asked the Board to defer any action on the proposed Hillside Development and Stormwater Management Ordinances and instead proceed with joint discussion of these topics between the two agencies.

**Public Hearing: Proposed Montreat General Ordinance Chapter K,
Article III “Stormwater Management”**

Public Comment

Wade Burns felt that the language of proposed ordinance was too cumbersome and restrictive for properties less than one acre in size. He suggested that installing rain barrels at each home would be a more realistic and effective way of controlling stormwater runoff.

During Presentation by Mr. Currie to Council

He noted that the proposed ordinance would limit built-upon areas to at least thirty feet landward of all sides of any perennial or intermittent surface water, and said that no sustained increase in receiving water temperatures for designated trout water streams would be permitted.

June 11, 2009 BOC Meeting

Proposed Montreat General Ordinance Chapter K, Article III "Stormwater Management": Mr. Currie reviewed the most recent revisions to the proposed ordinance as follows:

- A 50% permit fee reduction will be granted if the greatest level of post-construction runoff treatment is utilized, and
- Smaller, non-engineered stormwater systems do not require an engineer or design professional to perform the required annual inspection and maintenance report.
- An area with installed Best Management Practices (BMPs) may be re-vegetated. Installation of these systems will not affect the Approved Graded Area (AGA) as defined in the proposed Hillside Development Ordinance.
- Further clarification referencing permeable pavement systems was also included to reflect current research, as well as language to clarify system repair requirements for deficiencies noted during inspections.

He also presented a suggested stormwater permit fee schedule that, subject to Board approval, may be included in the 2009-2010 Fee Schedule and adopted during the annual budget process. Mr. Nalley further explained that when Phase II of the National Pollutant Discharge Elimination System (NPDES) stormwater program was signed into law in December 1999, it required smaller communities and public entities that own and operate an MS4 (municipal separate stormwater system) to apply and obtain an NPDES permit for stormwater discharges. He stated that the Town received its permit on June 22, 2005 and, as required by law, implemented stormwater regulations for lots greater than one acre in June of 2007. During development of the Comprehensive Plan, many members of the public supported development of stormwater regulations for lots less than one acre in size. Mr. Nalley said that at Council's direction, staff had been working with the Planning and Zoning Commission over the past year to develop the proposed stormwater regulations. Commissioner Tate then moved to adopt Ordinance #09-06-0002 Amending Montreat General Ordinance Chapter K, Article III "Stormwater Management." Commissioner McCaskill seconded and the motion carried 5/0. A copy of this ordinance is attached to these minutes and incorporated herein by reference.

BUNCOMBE COUNTY

Ordinance # 08-06-20

Chapter 26 Environment

Article VII: Stormwater Management

Division 4: Standards

Section 1: Stormwater Management Objectives

- k) Stormwater controls shall not be located within 30 feet landward from any perennial and intermittent surface waters. A surface water shall be deemed present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the US Department of Agriculture or the most recent version of the quadrangle topographic maps prepared by the USGS.

Section 2: Stormwater Management Design Standards

b) Design Standards:

[1] DEVELOPMENT STANDARDS FOR LOW-DENSITY PROJECTS

- d) All built-upon area shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A perennial or intermittent surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture of the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception of this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B.0233 (3)(a) or similar site-specific determination made using Division-approved methodology.

[2] DEVELOPMENT STANDARDS FOR HIGH DENSITY PROJECTS

High-density projects shall comply with each of the following standards.

- c. All built-upon area shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A perennial or intermittent surface water shall be present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture of the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B.0233 (3)(a) or similar site-specific determination made using Division-approved methodology.

Stream Classification

During your April 9, 2015 meeting you asked me to prepare some background information for you that describes the process used by North Carolina Division of Water Quality (NCDWQ) to evaluate streams. The following five pages contain information excerpted from the DWQ guidebook currently used to identify and classify streams across the state, based upon a rating system that ranks geomorphic, hydrological and biological features. The selection explains some of the program history, terms commonly used by DWQ staff and the scoring methodology found on the example field form as seen on the fifth page.

PURPOSE

The purpose of this manual and accompanying field form is to identify and score geomorphic, hydrological and biological stream features that distinguish between ephemeral, intermittent and perennial streams. Section 1 contains details on the field method and rating form that can be used to identify intermittent or perennial streams. Version 3.1 of the manual replaces Version 2.0 (January 19, 1999) and reflects five years of additional regulatory and academic experience. Changes are limited to organization and clarification and do not result in any changes in interpretation of scores. Section 2 provides details on the procedure and information needed to determine if a stream is perennial.

SECTION 1 – Stream Identification Method and Rating Form

Introduction

A stream can be described as flowing surface water in a channel resulting from:

- *Stormflow* – increased streamflow resulting from the relatively rapid runoff of precipitation from the land as interflow (rapid, unsaturated, subsurface flow), overland flow, or saturated flow from raised near surface water tables close to the stream, or
- *Baseflow* – low flow resulting from delayed discharge of ground water into the stream between rainfall events, or
- A combination of both stormflow and baseflow, and
- Contributions of discharge from upstream tributaries as stormflow or baseflow, if present.

Streams may exhibit both stormflow and baseflow characteristics as they flow from their origins to their destinations. This manual and accompanying field form can be used to identify points on the landscape that represent stream origins as well as stream, channel and flow characteristics resulting from these varying sources of water.

Streams are drainage features that often change from ephemeral to intermittent and intermittent to perennial along a gradient or continuum—sometimes with no single distinct point demarcating these transitions. In order to distinguish ephemeral streams from intermittent ones or intermittent streams from perennial ones using the information presented in this guide, the field evaluator should have experience making geomorphic, hydrological and biological observations in headwater streams. Determinations must not be made at one point without first walking up and down the channel. This initial examination allows the evaluator to examine and study the nature of the channel, observe characteristics of the watershed, and observe

characteristics that indicate what source of water (stormflow, or baseflow plus tributary discharge, if present) may predominately or solely contribute to flow. Once these observations are made, the investigator can determine the areas along the stream channel where these various sources of water (stormflow or groundwater predominate flow and the constancy of flow (i.e. ephemeral, intermittent and perennial). As a general rule of thumb, several hundred feet (sometimes more) of channel should be walked to make these determinations. These initial observations aid in determining the magnitude (absent, weak, moderate or strong) of specific parameters.

All stream systems are characterized by interactions among hydrologic, geomorphic (physical) and biological processes. Variations in these characteristics along the length of a stream can help distinguish what source of water predominately contributes to flow. Thus, attributes of these three processes (geomorphic, hydrologic and biologic) are used in this stream identification methodology to produce a numeric score. The score is then used to assign a stream type such as “ephemeral” “intermittent” or “perennial” to the stream reach being evaluated.

Initially, the earliest versions of this manual and form were used to distinguish ephemeral, intermittent and perennial features of streams no matter where in the landscape the stream segment under consideration was located. Accordingly, the form and manual could conceivably be used on high order (e.g. 3rd, 4th, or higher) streams. However, these higher order streams are always perennial. Therefore, the persistence of water and flow has never been debated in these high order streams. Attributes of stream channels in headwaters or low order (1st, 2nd) streams can be subject to debate. Thus, this form and manual are best applied to these smaller streams. Beginning users of this manual and form should visit a variety of headwater streams, look for the geomorphic, hydrologic and biologic features discussed here, and gain experience observing the magnitude and variability of these features.

Background

The main purpose of the first version of the stream identification manual and scoring form was to derive a relationship between a score and the persistence of water or the size of a stream or river. The method has been used to distinguish ephemeral, intermittent, or perennial streams in low order (1st or 2nd) streams. However, characteristics found more commonly (but not exclusively) in higher order streams such as braided channels and stream levees remain in the manual.

This stream evaluation method is intended to distinguish (identify) ephemeral streams from intermittent streams and intermittent streams from perennial streams. The numerical rating system format was developed based on requests from the regulated community in North Carolina for an objective method of stream identification. In addition, this method has served as the basis of similar endeavors elsewhere e.g. Fairfax County, Virginia:

(<http://www.co.fairfax.va.us/dpwes/watersheds/perennial.htm>) Results from over 300 individual field trials conducted in the Piedmont and Coastal Plain portions of the Neuse River Basin, North Carolina during May, June, July and August of 1998, as well as field testing conducted during December 1998 and January 1999 have supported a minimum score of 19.0 to distinguish ephemeral channels from intermittent streams. Scores less than 19.0 indicate ephemeral channels, whereas scores 19.0 or greater indicate that at least an intermittent channel is present. A score of 30 or more points is one factor that may be used to determine the presence of a perennial stream (see Section 2 – Guidance for the Determination of the Origin of Perennial Streams, page 29).

Definitions

The definitions of ephemeral, intermittent and perennial streams are found in North Carolina's administrative code and are also provided below. Complete language for the rules can be found at: (<http://ncrules.state.nc.us/ncadministrativ /title15aenviron /default.htm>) The definition of an intermittent stream refers to a stream channel only containing water for part of the year (typically winter and spring). Therefore the term "water table" that was used in the intermittent stream definition refers to the seasonal high water table in the riparian zone soil adjacent to the stream.

Ditch – 'Ditch or canal' means a man-made channel other than a modified natural stream constructed for drainage purposes that is typically dug through inter-stream divide areas. A ditch or canal may have flows that are perennial, intermittent, or ephemeral and may exhibit hydrological and biological characteristics similar to perennial or intermittent streams. 15A NCAC 02B .0233(2)(c)

Ephemeral Stream – Ephemeral (stormwater) stream means a feature that carries only stormwater in direct response to precipitation with water flowing only during and shortly after large precipitation events. An ephemeral stream may or may not have a well-defined channel, the aquatic bed is always above the water table, and stormwater runoff is the primary source of water. An ephemeral stream typically lacks the biological, hydrological, and physical characteristics commonly associated with the continuous or intermittent conveyance of water. 15A NCAC 02B .0233(2)(d)

Intermittent Stream – Intermittent stream means a well-defined channel that contains water for only part of the year, typically during winter and spring when the aquatic bed is below the water table. The flow may be heavily supplemented by stormwater runoff. An intermittent stream often lacks the biological and hydrological characteristics commonly associated with the conveyance of water. 15A NCAC 02B .0233(2)(g)

Modified Natural Stream – 'Modified natural stream' means an on-site channelization or relocation of a stream channel and subsequent relocation of the intermittent or perennial flow as evidenced by topographic alterations in the immediate watershed. A modified natural stream must have the typical biological, hydrological, and physical characteristics commonly associated with the continuous conveyance of water. 15A NCAC 02B .0233(2)(h)

Perennial Stream – Perennial stream means a well-defined channel that contains water year round during a year of normal rainfall with the aquatic bed located below the water table for most of the year. Groundwater is the primary source of water for a perennial stream, but it also carries stormwater runoff. A perennial stream exhibits the typical biological, hydrological, and physical characteristics commonly associated with the continuous conveyance of water. 15A NCAC 02B .0233(2)(i)

Groundwaters – "Groundwaters" means those waters occurring in the subsurface under saturated conditions. 15A NCAC 02L .0102 (11) **Water Table** – "Water table" means the surface of the saturated zone below which all interconnected voids are filled with water and at which the pressure is atmospheric. 15A NCAC 02L .0102 (27)

Perched Water Table – "Perched water table" means a saturated soil horizon or horizon subdivision, with a free water surface periodically observed in a bore hole or shallow monitoring well, but generally above the normal water table, or may be as identified by drainage mottles or redoximorphic features, and caused by a less permeable lower horizon. 15A NCAC 18A .1935 (29)

Seasonal High Water Table – "Seasonal High Water Table" means the highest level that groundwater, at atmospheric pressure, reaches in the soil in most years. The seasonal high

water table is usually detected by the mottling of the soil that results from mineral leaching. 15A NCAC 02H .1002 (15)

Scoring

When the evaluator and landowner agree that the feature under investigation is a man-made ditch, then scoring is not necessary. In addition, the evaluator may determine scoring is not necessary when best professional judgment leads the evaluator to conclude that the feature is a man-made ditch and not a modified natural stream.

Identification of stream type is accomplished by evaluating 29 different attributes of the stream and assigning a numeric score to each attribute. A scoring sheet (last page of this manual) is used to record the score for each attribute and determine the total numeric score for the stream under investigation. The sheet specifically requests information for Date, Project, Evaluator, Site, County, Other (Quad Name), and Latitude and Longitude. However any other pertinent observations should also be recorded on this sheet. These may include the amount and date of the last recent rain, hydrologic unit codes, or evidence of stream modifications. The scoring sheet is an official record, so all pertinent observations should be recorded on it.

Scores should reflect the persistence of water with higher scores indicating intermittent and perennial streams. A four-tiered, weighted scale used for evaluating and scoring each attribute addresses the variability of stream channels. The scores, "Absent", "Weak", "Moderate", and "Strong" are applied to sets of geomorphic, hydrologic and biological attributes. The score given to an attribute reflects the evaluator's judgment of the average degree of development of the attribute along a reach of the stream at least 100 ft long. These categories are intended to allow the evaluator flexibility in assessing variable features or attributes. In addition, the small increments in scoring between gradations will help reduce the range in scores between different evaluators. The score ranges were developed in order to better assess the often gradual and variable transitions of streams from ephemeral to intermittent.

Previous versions of this form used a "yes" / "no" format and was found by NC Division of Water Quality staff and by the regulated community to be inadequate to properly encompass and assess the natural variability encountered when making stream identifications in the field. "Moderate" scores are intended as an approximate qualitative midpoint between the two extremes of "Absent" and "Strong." The remaining qualitative description of "Weak" represents gradations that will often be observed in the field.

Definitions of Absent, Weak, Moderate and Strong are provided in Table 1. These definitions are intended as guidelines and the evaluator must select the most appropriate category based upon experience and observations of the stream under review, its watershed, and physiographic region.

North Carolina Division of Water Quality – Stream Identification Form; Version 3.1

Date:	Project:	Latitude:
Evaluator:	Site:	Longitude:
Total Points: <i>Stream is at least intermittent if ≥ 19 or perennial if ≥ 30</i>	County:	Other <i>e.g. Quad Name:</i>

A. Geomorphology (Subtotal = _____)	Absent	Weak	Moderate	Strong
1 ^a . Continuous bed and bank	0	1	2	3
2. Sinuosity	0	1	2	3
3. In-channel structure: riffle-pool sequence	0	1	2	3
4. Soil texture or stream substrate sorting	0	1	2	3
5. Active/relic floodplain	0	1	2	3
6. Depositional bars or benches	0	1	2	3
7. Braided channel	0	1	2	3
8. Recent alluvial deposits	0	1	2	3
9 ^a . Natural levees	0	1	2	3
10. Headcuts	0	1	2	3
11. Grade controls	0	0.5	1	1.5
12. Natural valley or drainageway	0	0.5	1	1.5
13. Second or greater order channel on <u>existing</u> USGS or NRCS map or other documented evidence.	No = 0		Yes = 3	

^a Man-made ditches are not rated; see discussions in manual

B. Hydrology (Subtotal = _____)	Absent	Weak	Moderate	Strong
14. Groundwater flow/discharge	0	1	2	3
15. Water in channel and > 48 hrs since rain, <u>or</u> Water in channel – dry or growing season	0	1	2	3
16. Leaf litter	1.5	1	0.5	0
17. Sediment on plants or debris	0	0.5	1	1.5
18. Organic debris lines or piles (Wrack lines)	0	0.5	1	1.5
19. Hydric soils (redoximorphic features) present?	No = 0		Yes = 1.5	

C. Biology (Subtotal = _____)	Absent	Weak	Moderate	Strong
20 ^b . Fibrous roots in channel	3	2	1	0
21 ^b . Rooted plants in channel	3	2	1	0
22. Crayfish	0	0.5	1	1.5
23. Bivalves	0	1	2	3
24. Fish	0	0.5	1	1.5
25. Amphibians	0	0.5	1	1.5
26. Macroinvertebrates (note diversity and abundance)	0	0.5	1	1.5
27. Filamentous algae; periphyton	0	1	2	3
28. Iron oxidizing bacteria/fungus.	0	0.5	1	1.5
29 ^b . Wetland plants in streambed	FAC = 0.5; FACW = 0.75; OBL = 1.5 SAV = 2.0; Other = 0			

^b Items 20 and 21 focus on the presence of upland plants, Item 29 focuses on the presence of aquatic or wetland plants.

Notes: (use back side of this form for additional notes.)

Sketch:

NC DWQ Stream Identification Form Version 4.11

Bunc CopIN 07211175900008

Date: 2/24/15	Project/Site: Montreat	Latitude:
Evaluator: ZP, TF	County: Bunc	Longitude:
Total Points: Stream is at least intermittent if ≥ 19 or perennial if $\geq 30^*$ 28.5	Stream Determination (circle one) Ephemeral Intermittent <u>Perennial</u>	Other e.g. Quad Name:

A. Geomorphology (Subtotal = 12.5)

	Absent	Weak	Moderate	Strong
1 ^a . Continuity of channel bed and bank	0	1	2	3
2. Sinuosity of channel along thalweg	0	1	2	3
3. In-channel structure: ex. riffle-pool, step-pool, ripple-pool sequence	0	1	2	3
4. Particle size of stream substrate	0	1	2	3
5. Active/relict floodplain	0	1	2	3
6. Depositional bars or benches	0	1	2	3
7. Recent alluvial deposits	0	1	2	3
8. Headcuts	0	1	2	3
9. Grade control	0	0.5	1	1.5
10. Natural valley	0	0.5	1	1.5
11. Second or greater order channel	No = 0		Yes = 3	

^a artificial ditches are not rated; see discussions in manual

B. Hydrology (Subtotal = 7.5)

12. Presence of Baseflow	0	1	2	3
13. Iron oxidizing bacteria	0	1	2	3
14. Leaf litter	1.5	1	0.5	0
15. Sediment on plants or debris	0	0.5	1	1.5
16. Organic debris lines or piles	0	0.5	1	1.5
17. Soil-based evidence of high water table?	No = 0		Yes = 3	

C. Biology (Subtotal = 8.5)

18. Fibrous roots in streambed	3	2	1	0
19. Rooted upland plants in streambed	3	2	1	0
20. Macroinvertebrates (note diversity and abundance)	0	1	2	3
21. Aquatic Mollusks	0	1	2	3
22. Fish	0	0.5	1	1.5
23. Crayfish	0	0.5	1	1.5
24. Amphibians	0	0.5	1	1.5
25. Algae	0	0.5	1	1.5
26. Wetland plants in streambed	FACW = 0.75; OBL = 1.5 Other = 0			

*perennial streams may also be identified using other methods. See p. 35 of manual.

Notes:

Sketch: - Found abundant caddis fly and a mayfly indicating perennial flow

- This feature starts at a spring approx 27' south of NE property corner. Flows along road (to the south) for approximately 40-feet before crossing the road through a culvert

- Flagged in the field.

NC DWQ Stream Identification Form Version 4.11

Bun Co PIN 07 211175590000

Date: 2/3/15	Project/Site: Greybeard Trail montreat	Latitude:
Evaluator: ZP, Sm	County: Bunco	Longitude:
Total Points: 14 Stream is at least intermittent if ≥ 19 or perennial if $\geq 30^*$	Stream Determination (circle one) Ephemeral Intermittent Perennial	Other e.g. Quad Name:

A. Geomorphology (Subtotal = _____)

	Absent	Weak	Moderate	Strong
1 ^a . Continuity of channel bed and bank	0	1	2	3
2. Sinuosity of channel along thalweg	0	1	2	3
3. In-channel structure: ex. riffle-pool, step-pool, ripple-pool sequence	0	1	2	3
4. Particle size of stream substrate	0	1	2	3
5. Active/relict floodplain	0	1	2	3
6. Depositional bars or benches	0	1	2	3
7. Recent alluvial deposits	0	1	2	3
8. Headcuts	0	1	2	3
9. Grade control	0	0.5	1	1.5
10. Natural valley	0	0.5	1	1.5
11. Second or greater order channel	No = 0		Yes = 3	

11.5

^a artificial ditches are not rated; see discussions in manual

B. Hydrology (Subtotal = _____)

12. Presence of Baseflow	0	1	2	3
13. Iron oxidizing bacteria	0	1	2	3
14. Leaf litter	1.5	1	0.5	0
15. Sediment on plants or debris	0	0.5	1	1.5
16. Organic debris lines or piles	0	0.5	1	1.5
17. Soil-based evidence of high water table?	No = 0		Yes = 3	

C. Biology (Subtotal = _____)

18. Fibrous roots in streambed	3	2	1	0
19. Rooted upland plants in streambed	3	2	1	0
20. Macroinvertebrates (note diversity and abundance)	0	1	2	3
21. Aquatic Mollusks	0	1	2	3
22. Fish	0	0.5	1	1.5
23. Crayfish	0	0.5	1	1.5
24. Amphibians	0	0.5	1	1.5
25. Algae	0	0.5	1	1.5
26. Wetland plants in streambed	FACW = 0.75; OBL = 1.5 Other = 0			

*perennial streams may also be identified using other methods. See p. 35 of manual.

Notes: Unnamed Trib to Flat Creek

Sketch: Main blue line feature on Buncombe GIS map



North Carolina Department of Environment and Natural Resources

Pat McCrory
Governor

Donald R. van der Vaart
Secretary

March 25, 2015

Subject: Stream Identification Request

To Whom It May Concern:

This letter provides the findings of a site visit to Buncombe County Parcel Identification Number 072111755900000 in Montreat NC conducted on February 3, 2015 and February 24, 2015 to provide a stream determination. The results were as follows:

During the February 3, 2015 site visit, staff from the Division of Water Resources (DWR) conducted a stream determination on the primary drainage swale (Site #1) on the subject property. This feature rated out as an ephemeral channel.

Site #1:

Features	Score	Comments
Geomorphology	11.5	Appears as a blue line on Buncombe County GIS
Hydrology	0.5	
Biology	3	
Total	14.5	
<u>Determination:</u>	<u>Ephemeral</u> <u>Stream</u> <u>Determination</u>	



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Internet: h2o.enr.state.nc.us

An Equal Opportunity/Affirmative Action Employer

During the February 24, 2015 site visit, staff from the DWR conducted a stream determination on a stream seep (Site #2) identified on the subject property. This feature rated out as a perennial stream. DWR staff marked the stream origin with yellow flagging.

Site #2:

Features	Score	Comments
Geomorphology	12.5	
Hydrology	7.5	
Biology	8.5	Found abundant caddisflies and a mayfly indicating perennial flow.
Total	28.5	
<u>Determination:</u>	<u>Perennial</u> <u>Stream</u> <u>Determination</u>	



Please contact me if I can be of any further assistance: 828-296-4662 or zan.price@ncdenr.gov .

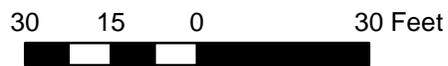
Sincerely,

A handwritten signature in black ink that reads "Zan Price".

Zan Price, PE
Environmental Specialist
Water Quality Regional Operation Section

G:\WR\WQ\Buncombe\Stream Calls\Richardson, John -Montreat\StreamDetermination_PIN072111755900000.docx

Richardson Lots



CONCEPTUAL MASTER PLAN
 PROPOSED UTILITIES AND STORM DRAINAGE
TOWN OF MONTREAT
 MONTREAT, NORTH CAROLINA

LEGEND

	PROPOSED UTILITY
	STORM DRAINAGE
	PROPOSED ROAD
	PROPOSED LOT
	PROPOSED STRUCTURE
	PROPOSED TREE
	PROPOSED FENCE
	PROPOSED WALL
	PROPOSED GATE
	PROPOSED SIGN
	PROPOSED LIGHT
	PROPOSED POLE
	PROPOSED MANHOLE
	PROPOSED VALVE
	PROPOSED METER
	PROPOSED TRANSFORMER
	PROPOSED WELL
	PROPOSED POND
	PROPOSED STREAM
	PROPOSED LAKE
	PROPOSED WETLAND
	PROPOSED FIELD
	PROPOSED FOREST
	PROPOSED PASTURE
	PROPOSED MEADOW
	PROPOSED PARK
	PROPOSED TRAIL
	PROPOSED PATH
	PROPOSED BRIDGE
	PROPOSED TUNNEL
	PROPOSED CULVERT
	PROPOSED DITCH
	PROPOSED EMBANKMENT
	PROPOSED EXCAVATION
	PROPOSED RETENTION WALL
	PROPOSED FOUNDATION
	PROPOSED FOOTING
	PROPOSED PIER
	PROPOSED COLUMN
	PROPOSED BEAM
	PROPOSED SLAB
	PROPOSED WALL
	PROPOSED CEILING
	PROPOSED FLOOR
	PROPOSED ROOF
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	PROPOSED PAINT
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	PROPOSED HARDWARE
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	PROPOSED APPLIANCE
	PROPOSED FURNITURE
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	PROPOSED HARDSCAPING
	PROPOSED SOFTSCAPING
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TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 14, 2015

SUBJECT: Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Assessment Project

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: A
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

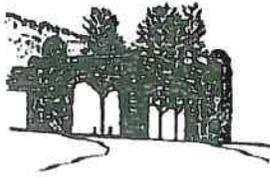
BRIEF SUMMARY: The Board adopted a Resolution in December 2010 directing that the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment be undertaken to extend public water and sewer utilities to the Upper Kentucky Road area, with the total project costs to be assessed equally against each benefitted real property on a per lot basis. The project has now been completed, and all project costs that will be included in the assessment amount have been tabulated. At last month's Town Council Meeting, the Board adopted a Resolution declaring the final cost of the project, ordering preparation of a preliminary assessment roll and setting a date and time for a Public Hearing on this issue. All affected property owners were notified pursuant to current statutory procedures. Following any comments heard during next week's Public Hearing or any requests from property owners who wish to be exempted from the assessment costs, the Board may choose to adopt a final assessment roll for this project or defer that decision until the June Town Council Meeting.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt Resolution #15-05-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Assessment Project

FUNDING SOURCE: Capital Outlay – Financing Agreement, Special Assessment

ATTACHMENTS: Resolution #15-05-01; draft Preliminary Assessment Roll, Map of Proposed Assessment Area

STAFF COMMENTS AND RECOMMENDATIONS: N.C.G.S. Chapter 160A, Article 10 contains very specific instructions that must be followed in order to assess property owners for public utility extensions. Once the final assessment roll is adopted, it cannot be amended without undertaking a new assessment procedure. Once the final roll is adopted, it will be sent to the Buncombe County Tax Department for collection on the same due date as annual property tax payments.



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

UPPER KENTUCKY PHASE 1 NEIGHBORHOOD UTILITY ASSESSMENT PROJECT PRELIMINARY ASSESSMENT ROLL

The following costs are to be assessed upon the properties benefitted by the Upper Kentucky Phase 1 Neighborhood Utility Assessment Project on the basis of the number of lots at an equal rate per lot. This assessment shall be payable either in cash or in not more than ten (10) equal annual installments, said installments to bear interest at the rate of four percent (4%) per annum. The itemized assessment amount stated herein does not include annual interest calculations.

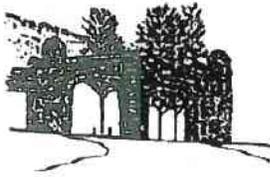
<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	3	\$16,520.70
William Goodwin, Jr.	1	\$5,506.90
J. Stuart Hume, et. Al.	1	\$5,506.90
Gayden R. Jones	1	\$5,506.90
Jones Caskey Family Limited Partnership	6	\$33,041.41
Shawn & Karen Straight	1	\$5,506.90
R.E. McCaskill, III et. Al.	1	\$5,506.90
Mountain Retreat Association	16	\$88,110.41
Stewart & Liberty Rawson	1	\$5,506.90
William Hinson Royall, Jr., et. Al.	1	\$5,506.90
Matthew and Kristy Schlichenmaier	1	\$5,506.90

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 1st day of May, 2015.

[SEAL]




Misty R. Gedlinske, CMC, NCCMC
Town Clerk



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
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PROPERTY OWNER NOTIFICATION CERTIFICATE UPPER KENTUCKY ROAD PHASE 1 NEIGHBORHOOD UTILITY ASSESSMENT PRELIMINARY ASSESSMENT ROLL

TO THE HONORABLE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT:

I, Misty R. Gedlinske, do hereby certify that notices of preparation of the Preliminary Assessment Roll for the Upper Kentucky Road Phase 1 Neighborhood Utility Assessment Project, and of the Public Hearing thereon, were mailed by first-class mail on April 20, 2015, May 1, 2015, and May 18, 2015 to all affected owners of real property, indicating to each such owner the amount of assessment against his or her property, to wit:

Owner Name(s)	PIN #	Assessment Total
Robert & Carol Eckard 4439 Flagg Street Orlando, FL 32812	0720-19-4460 0720-19-5289 0720-19-5325	\$16,520.70
William Goodwin, Jr. P.O. Box 24 Montreat, NC 28757	0720-19-1571	\$5,506.90
J. Stuart Hume, et. Al. C/o Mountain Retreat Association P.O. Box 969 Montreat, NC 28757	0720-19-8099	\$5,506.90
Gayden R. Jones 1238 Cullendale Street Cordova, TN 38016	0720-18-8917	\$5,506.90
Jones Caskey Family Limited Partnership P.O. Box 531151 Orlando, FL 32853	0720-18-8531 0720-18-8413 0720-18-7385 0720-18-7267 0720-18-7240 0720-18-7122	\$33,041.41

Owner Name(s)	PIN #	Assessment Total
Shawn & Karen Straight 4533 Seils Way Orlando, FL 32812	0720-19-7128	\$5,506.90
R.E. McCaskill, III, et. Al. 285 Faircloth Road Whigham, GA 39897	0720-19-2572	\$5,506.90
Mountain Retreat Association P.O. Box 969 Montreat, NC 28757	0720-28-0909 0720-18-8559 0720-18-8894 (Lots 681,682,683) 0720-28-1943 (Lots 691,692, 693, 694) 0720-29-3054 (Lots 695, 696, 697) 0720-29-0217 (Lots 698, 699, 700, 701)	\$88,110.41
Stewart & Liberty Rawson 112 Botney Way Columbia, SC 29212	0720-18-8677	\$5,506.90
William Hinson Royall, Jr., et. Al. C/o William McCaskill P.O. Box 219 Montreat, NC 28757	0720-19-3488	\$5,506.90
Matthew & Kristy Schlichenmaier 3951 Isle Vista Avenue Belle Isle, FL 32812	0720-19-6243	\$5,506.90

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 18th day of May, 2015.

[SEAL]



Misty R. Gedlinske

 Misty R. Gedlinske, CMC, NCCMC
 Town Clerk



TOWN OF MONTREAT

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RESOLUTION #15-05-01 CONFIRMING ASSESSMENT ROLL AND LEVYING ASSESSMENTS- UPPER KENTUCKY ROAD PHASE 1 NEIGHBORHOOD UTILITY ASSESSMENT PROJECT

WHEREAS, the Town of Montreat Board of Commissioners has on this day held a public hearing, after due notice as required by law, on the Preliminary Assessment Roll for the Upper Kentucky Road Phase 1 Neighborhood Utility Extension Project; and

WHEREAS, the Board of Commissioners has heard all those present who requested to be heard, and has found the said Assessment Roll to be proper and correct;

NOW, THEREFORE, BE IT RESOLVED by the Town of Montreat Board of Commissioners that:

1. The Assessment Roll for the Upper Kentucky Road Phase 1 Neighborhood Utility Extension Project is hereby declared to be correct, and is hereby confirmed in accordance with G.S. 160A-228, and the assessments shown thereon are hereby levied pursuant to authority granted by G.S. 160A-216, as follows:

<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	3	\$16,520.70
William Goodwin, Jr.	1	\$5,506.90
J. Stuart Hume, et. Al.	1	\$5,506.90
Gayden R. Jones	1	\$5,506.90
Jones Caskey Family Limited Partnership	6	\$33,041.41
Shawn & Karen Straight	1	\$5,506.90
R.E. McCaskill, III et. Al.	1	\$5,506.90
Mountain Retreat Association	16	\$88,110.41
Stewart & Liberty Rawson	1	\$5,506.90
William Hinson Royall, Jr., et. Al.	1	\$5,506.90
Matthew and Kristy Schlichenmaier	1	\$5,506.90

2. The Town Clerk is hereby directed to deliver to the Buncombe County Tax Collector the said Assessment Roll, and the Tax Collector is hereby charged with the collection of said assessments in accordance with the procedure established by law.

-
3. The Buncombe County Tax Collector is hereby directed to publish on the 4th day of June, 2015 a notice of confirmation of the Assessment Roll, which notice shall set forth the terms of payment of the assessments, with installment payments to become due and payable on succeeding due dates of property tax.

READ, APPROVED AND ADOPTED, this 14th day of May, 2015.

Letta Jean Taylor, Mayor

ATTEST:

I hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 14th day of May, 2015, as it appears of record in the official minutes.

Misty R. Gedlinske, CMC, NCCMC
Town Clerk

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 14, 2015

SUBJECT: Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: B
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

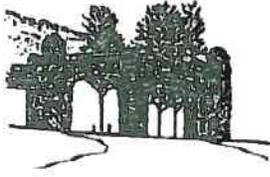
BRIEF SUMMARY: The Board adopted a Resolution in September 2014 directing that the Upper Kentucky Road Phase 1 Resident Utility Assessment be undertaken to extend public water and sewer utilities to the Upper Kentucky Road area, with the total project costs to be assessed equally against each benefitted real property on a per lot basis. The project has now been completed, and all project costs that will be included in the assessment amount have been tabulated. At last month's Town Council Meeting, the Board adopted a Resolution declaring the final cost of the project, ordering preparation of a preliminary assessment roll and setting a date and time for a Public Hearing on this issue. All affected property owners were notified pursuant to current statutory procedures. Following any comments heard during next week's Public Hearing or any requests from property owners who wish to be exempted from the assessment costs, the Board may choose to adopt a final assessment roll for this project or defer that decision until the June Town Council Meeting.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt Resolution #15-05-02 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project

FUNDING SOURCE: Capital Outlay – Financing Agreement, Special Assessment

ATTACHMENTS: Resolution #15-05-02; draft Preliminary Assessment Roll, Map of Proposed Assessment Area

STAFF COMMENTS AND RECOMMENDATIONS: N.C.G.S. Chapter 160A, Article 10 contains very specific instructions that must be followed in order to assess property owners for public utility extensions. Once the final assessment roll is adopted, it cannot be amended without undertaking a new assessment procedure. Once the final roll is adopted, it will be sent to the Buncombe County Tax Department for collection on the same due date as annual property tax payments.



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UPPER KENTUCKY PHASE 1 RESIDENT UTILITY ASSESSMENT PROJECT PRELIMINARY ASSESSMENT ROLL

The following costs are to be assessed upon the properties benefitted by the Upper Kentucky Phase 1 Resident Utility Assessment Project on the basis of the number of lots at an equal rate per lot. This assessment shall be payable either in cash or in not more than ten (10) equal annual installments, said installments to bear interest at the rate of four percent (4%) per annum. The itemized assessment amount stated herein does not include annual interest calculations.

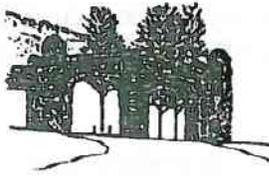
<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	2	\$50,754.91
J. Stuart Hume, et. Al.	1	\$25,377.45
Shawn & Karen Straight	1	\$25,377.45
Matthew and Kristy Schlichenmaier	1	\$25,377.45
Hal & Amanda Demarest (Gravel Road Only)	1	\$14,465.65

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 1st day of May, 2015.

[SEAL]



Misty R. Gedlinske
Misty R. Gedlinske, CMC, NCCMC
Town Clerk



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PROPERTY OWNER NOTIFICATION CERTIFICATE UPPER KENTUCKY ROAD PHASE 1 RESIDENT UTILITY ASSESSMENT PRELIMINARY ASSESSMENT ROLL

TO THE HONORABLE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT:

I, Misty R. Gedlinske, do hereby certify that notices of preparation of the Preliminary Assessment Roll for the Upper Kentucky Road Phase 1 Resident Utility Assessment Project, and of the Public Hearing thereon, were mailed by first-class mail on April 20, 2015, May 1, 2015, and May 18, 2015 to all affected owners of real property, indicating to each such owner the amount of assessment against his or her property, to wit:

Owner Name(s)	PIN #	Assessment Total
Robert & Carol Eckard 4439 Flag Street Orlando, FL 32812	0720-19-5289-00000; 0720-19-5325-00000	\$50,754.91
J. Stuart Hume, et. Al. C/o Mountain Retreat Association P.O. Box 969 Montreat, NC 28757	0720-19-8099-00000	\$25,377.45
Shawn & Karen Straight 4533 Seils Way Orlando, FL 32812	0720-19-7128-00000	\$25,377.45
Matthew & Kristy Schlichenmaier 3951 Isle Vista Avenue Belle Isle, FL 32812	0720-19-6243-00000	\$25,377.45
Hal & Amanda Demarest PO Box 28144 Panama City, FL 32411	0720-18-6928-00000	\$14,465.65 (Gravel Road Only)

Upper Kentucky Road Phase 1 Resident Utility Assessment
Preliminary Assessment Roll
Property Owner Notification Certificate
Page 2

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Montreat, this the 18th day of May, 2015.

[SEAL]



Misty R. Gedlinske

Misty R. Gedlinske, CMC, NCCMC
Town Clerk



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

RESOLUTION #15-05-02 CONFIRMING ASSESSMENT ROLL AND LEVYING ASSESSMENTS- UPPER KENTUCKY ROAD PHASE 1 RESIDENT UTILITY ASSESSMENT PROJECT

WHEREAS, the Town of Montreat Board of Commissioners has on this day held a public hearing, after due notice as required by law, on the Preliminary Assessment Roll for the Upper Kentucky Road Phase 1 Resident Utility Extension Project; and

WHEREAS, the Board of Commissioners has heard all those present who requested to be heard, and has found the said Assessment Roll to be proper and correct;

NOW, THEREFORE, BE IT RESOLVED by the Town of Montreat Board of Commissioners that:

1. The Assessment Roll for the Upper Kentucky Road Phase 1 Resident Utility Extension Project is hereby declared to be correct, and is hereby confirmed in accordance with G.S. 160A-228, and the assessments shown thereon are hereby levied pursuant to authority granted by G.S. 160A-216, as follows:

<u>Owner(s) Assessed</u>	<u>Number of Benefitted Lots</u>	<u>Amount Assessed</u>
Robert & Carol Eckard	2	\$50,754.91
J. Stuart Hume, et. Al.	1	\$25,377.45
Shawn & Karen Straight	1	\$25,377.45
Matthew and Kristy Schlichenmaier	1	\$25,377.45
Hal & Amanda Demarest (Gravel Road Only)	1	\$14,465.65

2. The Town Clerk is hereby directed to deliver to the Buncombe County Tax Collector the said Assessment Roll, and the Tax Collector is hereby charged with the collection of said assessments in accordance with the procedure established by law.
3. The Buncombe County Tax Collector is hereby directed to publish on the 4th day of June, 2015 a notice of confirmation of the Assessment Roll, which notice shall set forth the terms of payment of the assessments, with installment payments to become due and payable on succeeding due dates of property tax.

READ, APPROVED AND ADOPTED, this 14th day of May, 2015.

Letta Jean Taylor, Mayor

ATTEST:

I hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 14th day of May, 2015, as it appears of record in the official minutes.

Misty R. Gedlinske, CMC, NCCMC
Town Clerk

DRAFT



Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757
Phone: (828) 669-8002 • Fax: (828) 669-3810

May 19, 2015

TO: Mayor and Board of Commissioners

FR: Steve Freeman, Public Works Director and Ron Nalley, Town Administrator

RE: Sanitation Services Discussion – Board Retreat

As the Town of Montreat approaches the tenth anniversary of providing our own sanitation services, we thought it would be appropriate to discuss the current sanitation program and potential changes to improve the program based on staff's evaluation of service delivery.

Current Sanitation Services

In 2006, the Town began offering residential sanitation, recycling and yard waste collection services. For all services, the Town collects curbside using one open bed truck with a full time employee as a driver and contracts with First Inc. to provide two laborers to assist in loading and unloading. Recyclables are collected on the same schedule as household garbage utilizing the comingled "blue bag" system. Scheduled curbside pickup is offered once a week (Monday) from January through May and September through December and twice a week (Monday and Friday) from June through August. Back door service is offered to all residents for an additional fee. In addition, the Town manages a compactor site located behind the Town Services Office that is open to the public Monday through Thursday for kitchen garbage, recycling and cardboard disposal. Special pickups can be arranged for bulk items, white goods and non-hazardous materials.

Staff Evaluation of Service Delivery

Overall, staff and residents seem pleased with the sanitation services provided by the Town. However, from staff's prospective, the current system is very labor intensive and offers the following challenges:

- Based on the current collection system, garbage and recycling is handled twice – once during pickup at the residence and then again as it is unloaded into the compactor or recycling container.
- The compactor site is being used more often by residents as a convenience center. The site is not designed efficiently or safely enough to handle this type of use.

- Illegal dumping and unauthorized use of the compactor site continues to be a problem.
- Large amounts of yard waste are being disposed of creating a strain on handling weekly collection.
- Increased education efforts are needed for specific disposal topics including container rules, bear-proof container requirements, bulk item disposal and special collection services.

Alternative Service Delivery Considerations

Based on current challenges, staff considered several alternative service delivery methods:

Alternative One: Montreat offers a higher level of service than all of our neighboring cities and towns. Not only is the current system very labor intensive, it is more expensive to operate due to the additional day of collection during the summer months. The large open bed truck used for collection is scheduled for replacement by next year. Consideration should be given to upgrading the truck to a small compactor truck at a cost of around \$120,000. Scheduled pickups would be changed to once weekly for the entire year or if a higher level of service is still required during the summer months, routes would be split into two days allowing time to take the trash directly to the Buncombe County landfill. Existing public works employees would be reassigned for the collection of recyclables and yard waste. The compactor site would be closed and rental and haul costs would be eliminated for the Town.

Alternative Two: Continue collection services in the same manner, however the compactor site would be closed permanently to the public. This collection service would ensure that the ones paying for the services, the taxpayers, are the one's benefiting from or receiving the services. While scaling back the days that the compactor site is open has helped and we have seen some reduction in the overall tonnages, we are still experiencing illegal dumping and unauthorized use of the compactors. While this alternative may be unpopular with some residents and visitors who now use the site as a convenience center instead of using the curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site. It is interesting to note that the days with the highest use at the compactor site are often days with scheduled pick-ups.

Alternative Three: Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight fee or tag system that allows only residents and visitors to Montreat to use the Center.

Alternative Four: Do not make any changes to the current sanitation collection system. Under this alternative, staff would recommend changes to the compactor site in order to address safety and liability concerns. While this seems the easiest choice to make, please remember that Montreat taxpayers are subsidizing sanitation services for non-residents,

the occasional Black Mountain and eastern Buncombe County resident and some of our tax-exempt entities. As operational and personnel costs increase, remember that this cost is directly tied to the tax rate and increases should be expected. In short, this alternative is attractive if Montreat residents are happy with the higher level of service they are receiving and are comfortable paying for that higher level of service and do not mind others, often non tax payers, using the Montreat site.

Additional Considerations

Each alternative listed above has its advantages and disadvantages. At their annual retreat on April 22nd the Board had an opportunity to discuss these alternatives as well as several combinations of those alternatives. With the realization that the replacement of the sanitation truck is sorely needed and that the service contract with CWS is ending, the Board felt strongly that any changes to our sanitation service delivery system should be made within the next fiscal year. This will allow ample time for public input, Board deliberation and additional research into the costs and savings associated with each alternative.

Temporary Service Plan

At the Retreat, the Board asked staff to prepare a proposed service plan that would meet the short term needs of the public during the summer but also address some of the more immediate concerns with the compactor site. Based on discussions held at the Retreat, staff contacted CWS to determine whether it was feasible for the Town to contract with them to operate the convenience center. CWS estimated that their cost to operate the center would be around \$5,500 a month. Staff felt that this was not a cost effective solution and is therefore recommending the following:

The Town will continue to collect garbage curbside following the existing schedule – once a week (Monday) from January through May and September through December and twice a week (Monday and Friday) from June through August.

The compactor site located behind the Town Services Office will be staffed and not accessible to the general public. The Town will staff the site according to the following schedule:

January through May and September through December
Open Tuesday through Thursday from 1:00 p.m. to 5:00 p.m.

June through August
Open Tuesday through Friday from 1:00 p.m. until 5:00 p.m.
Open Saturday from 7:00 a.m. until 12:00 p.m.

The site will be operated in a “pay as you throw” manner. This means that the site will be open to the public during those times, but residents and visitors will now pay for the use of the compactor site/convenience center. It is recommended the following fee schedule be implemented:

Bags smaller than a kitchen trash bag \$ 1.00 per bag

Kitchen trash bags (13 gallons)	\$ 2.00 per bag
Recycling bags (all sizes)	\$ 2.00 per bag
Bags larger than 13 gallons	\$ 3.00 per bag
Cardboard will be based on estimated bag size	

Staff does not expect the revenue generated from the fees to be sufficient to fully pay for the annual costs of supporting the program. However, it is anticipated that the Town will see a reduction in the amount of garbage associated with illegal dumping, which in turn will reduce tipping fees and hauling costs.

The site attendant will be a part-time employee hired by the Town and placed under the supervision of the Public Works Director. The attendant will be responsible for managing the overall site, including collecting the bags from the resident or visitor, managing the fee payment and lock box, and disposing of the bags in the appropriate containers. This will alleviate the public access safety and liability concerns with the existing site.

Costs for initiating the program include:

Part-time Employee	\$ 9,500.00 per year
Uniforms	\$ 250.00
Small Building	\$ 500.00
Electrical Service	\$ 900.00
Lock Box	\$ 400.00
Signage	\$ 500.00
Other (i.e. chair, desk, heater, air conditioner, supplies)	<u>\$ 700.00</u>
 Total Cost	 \$ 12,750.00

It is important to note that \$3,000 of this program is for one-time costs to get the program up and running.

Conclusion

The Temporary Service Plan will address several of the more immediate concerns with the compactor site while allowing the Board to monitor the program during the summer to determine if it is sufficiently meeting the needs of the community. It will also enable the Board the opportunity to hold one Town Hall meeting focused on the Town's sanitation program. The purpose of this meeting will be to discuss the sanitation program, the challenges of operating the program, and to receive feedback on what aspects of the existing program are most important to our residents and visitors. With that information and any additional research that is needed, the Board will be in a position to review any alternative service delivery methods and make a final decision on potential changes to improve the overall program and meet the Town's current program challenges.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 14, 2015**

SUBJECT: Small Section Paving Project Bid Award (Appalachian, Kentucky, Louisiana)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Street Department
Contact: Steve Freeman, Ron Nalley
Presenter: Steve Freeman, Ron Nalley

BRIEF SUMMARY: The small section street paving project is budgeted and approved each year in the Capital Improvement Plan. This project replaces 400 lf. X 16ft. wide sections of road that has deteriorated and does not require replacement of water, sewer, or storm drainage. The sections to be replaced are on Appalachian Way, Kentucky Road, and Louisiana Road.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To award the bid for the Small Section Paving Project to C & T Paving Inc. in the amount \$24,000.00 and to authorize the Mayor and Town Administrator to execute the necessary related contract documents

FUNDING SOURCE: Street Department – Capital Outlay

ATTACHMENTS: Proposed bid form C & T Paving Inc.,

STAFF COMMENTS AND RECOMMENDATIONS: None



C&T PAVING, INC.
P.O. Box 1439, Leicester, NC 28748
Phone (828) 683-6564 - Fax (828-683-6835)
Email mabell1039@bellsouth.net

Project Name:	Mobile Phone:
Customer: Town of Montreat	Email:
Address:	Contact: Steve Freeman
	Property Owner (if different from
Phone:	Customer):
Fax No.:	

CONTRACT

This Contract is entered into as of this day, **May 12, 2015** by and between C&T Paving, Inc. ("Company") and Town of Montreat ("Customer").

Company and Customer agree to the following terms and conditions:

Real Property. Company shall provide the "Work" described in Paragraph 2 below, which Work is to be performed with respect to that Real Property described below: **Patching**

Description of Work. The Work to be provided by Company is as follows:

Patching:

1. **Excavate and remove broken asphalt; Install 6" ABC stone and 2" 9.5B hot mix asphalt.**
16'x400' Sum \$24,000.00

Price. In consideration for Company performing the Work, Customer agrees to pay Company the **Contract Amount of \$24,000.00** *(This price includes an estimate of the asphalt that will be required to complete the Work, and the asphalt cost based on a NCDOT price index of \$85.00 per ton + tax. The*

*price of the asphalt is subject to change throughout the duration of the Work based on changes in the price index, or once quantities are measure in the field. Customer will be notified of any change in asphalt price via Change Order, and **Customer is responsible for and hereby agrees to pay Company any increase in the Contract Amount resulting from changes in asphalt price or quantities required to complete the Work.**)*

Payment Terms. A deposit of \$ **N/A** is required prior to the start of the Work. Full payment of the balance of the Contract Amount and any additional charges due for asphalt or for other Change Orders is due to Company upon completion of the Work, and in no event later than 30 days after the invoice date. Time is of the essence with regards to all payments due from Customer to Company. If Company does not receive full payment of the Contract Amount within 30 days of the invoice date, Customer is in breach of this Contract. Upon breach, interest at the rate of 1 ½ % per month shall accrue on all amounts past due, from the first day the Customer is in breach until payment is made in full. Customer agrees to pay all interest assessed in accordance with this Paragraph. In the event that it becomes necessary for Company to engage an attorney to collect any amount due under this Contract, Customer agrees to also pay all costs and Company's reasonable attorney's fees in the amount of 15% of the outstanding balance owed, as that term is referred to in Section 6-21.2 of the North Carolina General Statutes.

Commencement & Completion of Work. Unless a time for performance of the Work is specified elsewhere in this Contract, Company shall undertake the Work in the course of its normal operating schedule. Company estimates that it will take approximately **(to be determined)** to complete the Work, but makes no guarantees regarding a completion date. Customer acknowledges that there are causes beyond Company's control that can alter the timeline for the Work, including, but not limited to weather, fire, flood, or other casualty; labor disputes or disagreements; accidents or other mishaps; material shortages; etc. Company shall not be liable for any delay in undertaking or completion of the work.

Customer's Obligations. Customer acknowledges and agrees to the following:

- a. Customer can and will provide Company with adequate and direct access to the Real Property and to any adjacent property needed during the scope of the Work;
- b. _____; and
- c. To take all other actions and perform all other acts necessary to allow Company to perform the Work.

Limitations on Scope of Work. Customer acknowledges and agrees to the following limitations in the scope of the Work:

- a. If specified in the scope of Work, Company will supply weed killer in accordance with the manufacturer's specifications. However, Company will also comply with the Environmental Protection Agency's limitations on toxic weed killers, and therefore cannot guaranty complete vegetation kill.
- b. Areas that are inaccessible to the paver will be hand laid. This will result in a difference in texture, and may result in scuffmarks on the pavement surface. However, these scuffmarks will not affect the quality or durability of the pavement.
- c. If Company is asked to overlay on to base materials or a substrate that is not installed or provided by Company, then Company cannot guaranty the success or anticipated lifespan of the overlay. Company does **not** warrant overlay work, unless Company also installed all base and/or substrate materials.

Change Orders & Modifications. Unless specifically stated elsewhere in this Contract, Company does not agree to any different or additional work, above and beyond the Work specified in Paragraph 2 above, without a written Change Order, signed by both Customer and Company. All written Change Orders must specify the agreed upon price and description of the change to be made or the additional work to be completed. All written Change Orders signed by both Customer and Company become part of this Contract.

Limited Warranty. For a period of 365 consecutive calendar days from the date of completion of the Work, Company warrants the Work as follows: If there is a labor or material defect in the Work that is caused solely by Company, Company shall, at its own cost, correct such defective Work within a reasonable time after Company has actual knowledge thereof.

If Customer becomes aware of any such defect, Customer shall deliver a written notice thereof to Company. **Except for the foregoing, there are no other express warranties or implied warranties with respect to the Contract, Company's performance of the Contract, or the Work. All other express warranties and implied warranties are hereby disclaimed and excluded, including, but not limited to, all implied warranties for or of merchantability, habitability, fitness for a particular purpose, or workmanlike construction.** As is stated in Paragraph 7 above, Company does **not** warrant overlay work, unless Company also installed all base and/or substrate materials.

Insurance. Company shall maintain worker's compensation insurance covering all of its employees, as well as general commercial liability insurance throughout the scope of the Work.

Events of Default. Each of the following events shall constitute an Event of Default by Customer:

- a. If Customer files a petition in bankruptcy or insolvency or for reorganization under any bankruptcy law, or voluntarily takes advantage of any such law or makes an assignment for the benefit of creditors;
- b. If an involuntary proceeding under any bankruptcy law or an insolvency or receivership action shall be instituted against Customer, or if a receiver or trustee shall be appointed for all, or substantially all, of the property of Customer, and such proceeding is not dismissed or the receivership or trusteeship is not vacated within ten days after the institution or appointment; and/or
- c. If Customer fails to fully perform any of Customer's Obligations as specified in Paragraph 6 above, or to comply with any provision of this Contract, including the payment provisions.

Termination. Company shall have the right, at its sole option, of immediately termination this Contract, in the event of any of the following:

- a. If, for causes beyond Company's control, the Work has not started within ___ days of execution of this Contract;
- b. If, for causes beyond Company's control, the Work has not been completed within 12 months after the execution of this Contract; and
- d. Upon any event of default by Customer, as described in Paragraph 11 above.

If Company terminates this Contract on account of any of the foregoing, Company shall have no further liability to Customer, and Customer agrees to pay Company the actual cost of labor, materials, equipment, permits, and any and all other costs and expenses already furnished to the Real Property or incurred by Company in connection with the Work. In the event of termination in accordance with this Paragraph, Company will have no obligation to return the Real Property to its original condition.

Limitation of Damages, Indemnification and Release. Customer acknowledges and agrees to the following:

- a. Company is not responsible for, and Customer agrees to hold Company harmless from, any liability resulting from damages to utilities or other facilities or objects buried beneath, or to sidewalks, driveways, lawns, shrubs, sprinkler systems, or other improvements located within the area where Company performs the Work or in designated areas of access;
- b. Company is not responsible for any damage to or deterioration of any of the Work, whether complete or in process, that results from any cause or causes beyond Company's control, including, but not limited to, failure of sub-grade, or failure or inadequacy of any labor or materials not installed or furnished by Company; and
- c. The sole and exclusive remedy of the Customer, and the sole and exclusive obligation of Company, for matters set forth herein, whether on contract, negligence or strict liability, is the repair of the defect. Company is no event shall be liable for special or consequential damages claimed by Customer.

Entire Contract. This Contract supersedes and replaces any proposals, amended proposals, conversations, estimates or other communications with respect to the Work. This Contract may be amended only by a written document signed on behalf of Company and Customer.

Choice of Law. This Contract is governed, interpreted and enforced pursuant to the laws of the State of North Carolina. Company and Customer agree that the jurisdiction for all disputes related to this Contract shall be either Buncombe County, NC or the county where the Real Property is located.

Execution of the Contract. Customer represents and warrants that he/she/it has read and understands the Contract and has had an opportunity to consult with legal counsel concerning its effect. No rule of construction shall apply to this Contract construing its provisions more strictly against either Company or Customer.

Severability. If any provision or portion of this Contract or any amendment hereto shall contravene or be invalid under any applicable law, statute, code, ordinance or regulation, such contravention or invalidity shall not invalidate the whole thereof, and this contract shall be construed as if not containing the particular provision or portion found to be invalid.

Assignment. This Contract shall be binding upon, and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and representatives. Customer may not assign this Contract without the written consent of Company. Company may assign or subcontract this Contract or any portion of the Work to be done. If assigned, this Contract shall be binding on the assignees and its successors, assigns, heirs and representatives.

Customer:

Company:

Name of Company or Individual:

C&T Paving, Inc.

Signed By:

By:

Mike Culbertson
President

Print Name:

Title:

Date:

Date:



TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: May 21, 2015

SUBJECT: Well 2 Pump Replacement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Water Department
Contact: Steve Freeman, Public Works Director
Presenter: Steve Freeman, Public Works Director

BRIEF SUMMARY: This project replaces the well pump, including the piping and wiring at Well 2.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the proposed contract with Reuben Caldwell Drilling Inc. in an amount of \$8,760.00 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

FUNDING SOURCE: Water M & R Wells: 30-91-8100-150

ATTACHMENTS: Reuben Caldwell Drilling Quote

STAFF COMMENTS AND RECOMMENDATIONS: The pump at Well 2 has failed. An electrician was asked to diagnose the problems with the well and it was discovered that the pump motor had failed and needs to be replaced. The pump and piping is fourteen years old and was last replaced in 2001. Staff recommends that we replace the pump, motor, piping, and wiring at this time to help insure the reliability of this well for many more years.

Reuben Caldwell Drilling, Inc.

351 New Leicester Highway

Asheville, NC 28806

828-254-3581

May 20, 2015

Town of Montreat

Steve,

The cost to replace a pump (7 1/2 hp/35 gpm), with 2" galvanized pipe, wire, seal, and labor in well #2:

Estimates cost: \$8,760.00.

If you have any questions, please contact me.

Thank you

A handwritten signature in blue ink that reads "Jeff Brackins". The signature is written in a cursive style with a large, looped "J" and "B".

Jeff Brackins